



UMSOBOMVU LOCAL MUNICIPALITY
Continuously Rising

R.F.Q SCM: INVITATION: SEVEN DAYS NOTICE: TENDER: NO.: STA/F/10/2020

1. Umsobomvu Municipality herewith invites accredited services providers to quote for Stationery, supply and delivery below items.
2. Sealed quotations clearly marked "**Supply and delivery of Stationery**" be submitted to the Supply Chain Management can also be placed on the tender box or e-mailed to the offices of Umsobomvu Municipality, 21A Church Street, COLESBERG. Postal delivery to reach Umsobomvu Municipality, Private Bag X6, COLESBERG, 9795, not later than **12:00 on Tuesday, 21 October 2020**.
3. Late, incomplete quotes will not be considered.
4. All quotes will be adjudicated and awarded in terms of the Umsobomvu Procurement and Supply Chain Management Policy, the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and the regulations promulgated under this Act. This bid is subject to the General Conditions of Contract, GCC and, if applicable, any other Special Conditions of Contract.

STATIONARY OF STATIONERY AND COMPUTER CONSUMABLES

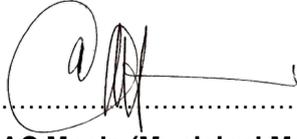
<u>DESCRIPTION</u>	<u>QUANTITY</u>
Boxes C4 324 x229 MM brown envelops	4
Boxes 110x220 MM Brown envelops	4
Boxes 250x176MM Brown envelops	4
111s Tone & Cartridge Samsung	4
Ribbon Cartridge ERC-38B Boxes	8
Boxes of 3 quire 288 pages A4 Counter book	4
Artline 70 permanent Marker boxes black	3
Standard Manilla Folders 356x460 mm Packets (Blue& Pink Colours)	6
Laminating pouches packets	16
Boxes Pritt 43 gram Original	4

HP laserjet yellow 304A	2
HP laserjet black 304A	2
HP laserjet 1102	2
Contact self-Adhesive book Wrap	12
Printers till Rolls 2PLY bond all white 76x76mm (50's)	10
450MM 16 Easy Fix Adhesive Contact	5
Correction pen fluid 18ml	10
Boxes BIC Crystal Ball pen BLK	10
Boxes BIC Clic Ball pen BLK	10
HB Staedtler pencil (Box of 12)	4
Scripto Eraser Box	1
Box of sharpener pencil	1
Scientific calculator	5
Red Ball pens boxes	2
Packaging Tape Clear 48MM X50M	10
Paper clips 33MM silver	10
Paper clips 50MM silver	10
Heavy duty DP800 Punch with adjustable paper guide	5
No.56 Staples 5000(Boxes)	10
Twines Singles ply thick (500g)	2
Solid plastic Bins 15 Litre Capacity	3
File fasteners -50 sets	5
Stick 'n notes 76x76mm	40
DURACELL Batteries 4xAAA	20
DURACELL Batteries 4xAA	20
55A HP toner	3
File dividers packets	20
Highlighters packets (blue, pink, yellow, orange)	4
Boxes of copy paper 80gram (Dark pink, purple ,orange)	6
Red lever arch files JD1109 Croxley	12

Black lever arch files boxes	3
A4 Index polypropylene index A-Z	24
Adhesive 80grams Prestik	10
Energizer rechargeable universal 4 pack AA	5
Energizer rechargeable universal 4 pack AAA	10
Verbatim rechargeable 2500 series AA Batteries	10
Box colour copy paper cher ice pink 80 grams	1
Energizer rechargeable value charger -2000	1
Sony G type Latium ION NP-BG1 Battery for Sony	1
Bulldog clips: Size:63MM 12PSC	10
Bulldog clips: Size :75MM 8PSC	10
Bulldog clips: Size 22MM 36 PSC	10
Bulldog clips: Size 40MM	10
Bulldog clips: Size 65MM	10
Bulldog clips: Size 50MM	10
Rubber Bands: Size 19 100g	4
Box lion brand staplers	5
Box envelopes: B5-250X176MM Manilla pocket full	2
Box envelopes: C5- 229X162MM Pocket Unbanned	2
Box envelopes: C4-324X229MM Buff Manilla Pocket	2
Box envelopes: C5 -229x229 MM Manilla pocket	2
85A HP toner	2
Office Plastic A4 storage with 6 drawers	1
Red Scotch Mailing tape 33mx35mm	10

5. **Suppliers must submit their quotes with the following documentation and or information:**
- 5.1 A valid original Tax Clearance certificate;
- 5.2 Suppliers must be registered on the Central Supplier Database (CSD). A Proof of Valid CSD registration report Printout be submitted.
- 5.3 A certificate certifying that the bidder has no undisputed commitments for municipal services towards a municipality or service provider i.r.o. payments which are overdue more than 90 days; Proof of good standing with their local authority in respect of service charges
- 5.4 A contact numbers and names of persons, of similar goods supplied; and
- 5.5 Certified evidence of B-B.B.E.E. contributor status by SANAS, IRBA or SANAS accredited agencies.
- 5.6 A Certified CK certificate and ID copies of the directors.

- 5.7 MBD 4,8 and 9 declaration forms can be obtained at Umsobomvu Municipality website and must be completed and signed.
6. The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid if (a) the bid amounts received are too high; (b) the bids do not comply with the specific bid goals; or (c) objective criteria exist which justify or necessitate the non-acceptance of any bids.
7. Quotations are to hold good for a period of 90 working days.
8. Further information can be obtained from Mrs NS Khapha, at (051) 7530777. Fax No. (051) 753 0574. (e-mail:selina@umsobomvumun.co.za) and smlenzana@umsobomvumunicipality.co.za.



Date 12/10/2020

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AC Mpela (Municipal Manager)
Umsobomvu Municipality
Private BagX6
COLESBERG
9795