



**R.F.Q SCM: INVITATION: SEVEN DAYS NOTICE: TENDER: NO UMS/STA: FIN 11/2021**

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 Thursday, 25 November 2021**.
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.

**STATIONERY OF STATIONERY AND COMPUTER CONSUMABLES**

<b><u>DESCRIPTION</u></b>	<b><u>QUANTITY</u></b>
A4 photo copy papers	60
Rexel Staplers no 56 26/6	15
Boxes BIC Crystal Ball pen BLK	5
Scientific calculator	10
Red Ball pens boxes	2
Packaging Tape Clear 48MM X50M	10
Adhesive 80 gram Prestik	10
A4 Hard cover books	20
Cello tape Clear 48mmx50m	10
Stick 'n notes 76x76mm	10
DURACELL Batteries 4xAAA	10

DURACELL Batteries AA 16	8
Energizer rechargeable universal 4 pack AA	5
Energizer rechargeable universal 4 pack AAA	5
Verbatim rechargeable 2500 series AA batteries	5
Energizer AAA4 700mAh batteries	5
Highlighters packets (blue, pink, yellow, orange) 2 Boxes each	5
Boxes of copy paper 80gram pink	10
Red lever arch files JD1109 Croxley	5
Black lever arch files boxes	60
A4 Index polypropylene index A-Z	5
Box envelopes: C5 -229x229 MM Manilla pocket	4
Rubber bands size 19 100g	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 not more than 3 months in arrears.
- 5.4
- 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 4,6.1,6.2,7.1, 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 30 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](mailto:selina@umsobomvumun.co.za)) and [smlenzana@umsobomvumunicipality.co.za](mailto:smlenzana@umsobomvumunicipality.co.za).



Date 16/11/2021

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**Mr AC Mpela (Municipal Manager)**  
 UmsobomvuMunicipality  
 Private BagX6  
**COLESBERG**  
**9795**