



INVITATION: FOR FORMAL WRITTEN PRICE QUOTATION FOR SEVEN DAYS NOTICE

1. Umsobomvu Local Municipality herewith invites accredited service providers to quote for supply of stationery and computer consumables.

Description	Quantity
A4 Rotatrim white paper boxes	60
Boxes C4 324mm x 229mm Brown Envelopes	6
Boxes 110 x 220 Self seal Brown Envelopes	4
Boxes B5 250mm X 176mm Self seal Brown Envelopes	2
Printers Till Rolls 2PLY bond all white 76x76 12, mm (50's)	2
Storage Box (Files) REF:555	100
3 QUIRE Hard Cover (10 Pcs)	4
Boxes BIC Crystal Ball Pen BLK	6
Boxes BIC Clic Ball Pen BLK	6
HB Staedtler Pencils (Box of12)	4
Scripto Erasers	4
12 digit desktop calculator	15
Suspension Files (Box of 50)	2
Metal Rectangular Silver Pencil Sharpeners 1 Hole Steel Blade Manual Pocket (pack of 24)	1
Red Ball pens (boxes)	2
Gel Ink pens (box)	1
Rapid-NO.1 Plier Deluxe Staplers uses (26/6 Staples)	10
Packaging Tape Clear 48mm x 50m	40
Paper Clips 33mm silver	20
Paper Clips 50mm silver	20
30g Pritt	40
Business Card holders	10
Pens holders	10
A4 Lever Arch Files 1007	200
Red, Blue, Black and Green Artline marker (12 PCS)	2 each colour
A4 Filing Pocket sleeves (100) pcs	5
File dividers A4 (Numbering) pcs	10
No.56 Staples 5000(box) 20's box	1
Scissors 210mm stainless steel blade	10
File Fastners-50sets	10
Highlighters assorted colour (packets)	6
Rubber bands 1.5mm width & length 90mm	10
Stick 'n notes 76x76mm	20
3M-POST IT Mini Flags 11.9 x 43.2	10
DURACELL batteries 4x AAA	10
DURACELL batteries 4x AA	10
DURACELL Power plus batteries 2D 2x packets	5
Samsung MLT-D 111S	6

Samsung CLT-K 404s Cartridges Black	2
Samsung CLT-M 404s Cartridges Magenta	2
Samsung CLT-Y 404s Cartridges Yellow	2
Samsung CLT-C404s Cartridges Cyan	2
05A HP TONER	2
510 Black Canon Cartridges	4
511 Colour Canon Cartridges	4
PACKETS EPSON Ribbon CARTRIDGES Boxes (10's) ERC38-B	2
Delivery to Colesberg	1

2. Quotations clearly marked "Printing & Stationery Toners /Cartridges Products" mentioned above must be submitted to the tender box of the municipality or emailed to gawuzelam@umsobomvumun.co.za or nhermanus@umsobomvumun.co.za or Postal tenders to reach Umsobomvu Municipality, Private Bag X6, COLESBERG, 9795, not later than Monday 12:00 PM on 09 July 2019

Bidders must confirm delivery date, to the above mentioned address, if the bid is late, it will not be accepted for consideration.

Full contact details and address of the Supplier, plus Customer address to appear on a Quotation.

Bidders 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.

Bids will be evaluated on the 80/20 Points basis, where 80 points will be allocated to price and 20 points allocated to preferential points.

The following particulars must be furnished (Failure to do so may result in your Bid being disqualified).

- A valid original Tax Clearance Certificate
- Latest CSD Summary report reflecting compliant status.
- Company Registration CK(CIPC)
- Certified copies of Identity documents (Directors)
- Valid certified evidence of B-BBEE accredited agencies / Sworn affidavit.
- Fill in the MBD 4 form that is obtained in the Umsobomvu municipality website.

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.

3. Quotations are to hold good for a period of 7 working days.

For further information please contact **Mr N. Hermanus /Mr M. Gawuzela** on 051 753077 during office hours.



MR AC MPELA (MUNICIPAL MANAGER)

Date:02/07/2019