



KWASANI MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: KSM/04/Q/2014/2015

Proposals are hereby requested for the Supply and Delivery Stationery as detailed in the enclosed schedule. (One year contract)

The quotation must be submitted on the letterhead of your business and can either be delivered by hand not later than 17/07/2014 before 16:15 to: 32 Arbuckle Street, Himeville, 3256

SCHEDULE

| DESCRIPTION |
|---|
| A4 Personal files(PVC written Kwasani Municipality) |
| Suspension files |
| A4 Rulers |
| 8 GB Memory stick |
| Pocket files with 50 pockets inside. |
| Counter book 2 quire |
| Financial Calculator |
| Bic Pens (black, blue and red) |
| Parmanent Black |
| DVD ROM(4.7 GB) |
| 30ml bottle of endorsing ink(stamp ink black") |
| P-170 Workstation Shredder |
| Calculator Sharp EL-2128R |
| Rubber bands Packets 100 gsm(no.19 standard ref.) |
| Money clips(size 33mm PVC white) |
| Rubber Band(all sizes) |
| File fasteners(heavy duty size) |
| Staples 26/6 |
| Post notes all colors |
| 2 Quire counter book |
| Lead Pencil |
| Flip files(50 pockets) |
| A4 Plastic envelope-with stud(all colors) |

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| Exam pad |
| English Dictionary |
| Parker-ballpoint pens"(color stainless steel & chrome) |
| Highlighter all color |
| Standard stapler |
| Cash box (12 inch black) |
| Staple remover |
| Staples size 23/13 |
| Cube Refills (white) |
| Cube holder |
| A4 Ring binders(25mm) |
| Paper roll (841x150) laser graphic 80 GSM Bond |
| Archive boxes 330mmx255mx155mm |
| Sticky notes(70mmx 75mm |
| Buddi drawers |
| A4 Envelops(brown paper) |
| White board marker(all colors) |
| A4 Printing white Papers |
| A4 Hard color papers |
| A3 Printing white papers |
| Toner HP122 Color and Black |
| Arch liver files |
| File dividers |
| 3m-post-it printed flags sign here |
| Punch |
| Spine labels |
| Scissors 210 mm |
| Eraser |
| Stapler |
| Bostik |
| Clear pockets |
| File dividers |
| A4 envelop |
| A3 envelop |
| A5 envelop |
| Pencil |
| Sellotape (clear) |
| Paper clips 30mm and 78mm) |
| Fold back clips 41mm |
| Flip charts |
| 16 G memory sticks |
| Guard book |
| Binding rings all size |
| Permanent marker |
| Flipchart stands and easel |
| Magnetic whiteboard(600x450mm) |
| Lever Arch labels |

Redfern laser labels

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4 & MBD 6.1 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance certificate
- Certified BBBEE Certificate.
- The successful provider will be the one scoring the highest points.
- **MBD forms are available on our website.**
- The Municipality does not bind itself from accepting lowest bid or any other bid and reserve the right to accept whole or part of the bid.
- Preference will be given to local Suppliers.

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer

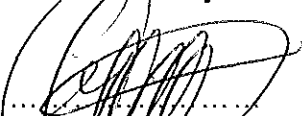
DELIVERY ADDRESS:

32 Arbuckle Street, Himeville, 3256.
Tel: 033 702 1060,

ⁱ * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

Yours faithfully



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Ms N.C. James
Municipal Manager