



KWASANI MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: KSM/06/Q/2013/2014

Kindly furnish me with a written quotation for the supply of the goods as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can either be faxed, email or delivered by hand not later than **08/10/2013** before **16:00** to: **fax 086 583 2315 E-mail: procurement@kwasani.co.za**

SCHEDULE

QUANTITY	DESCRIPTION
100	A4 Personal files(PVC written Kwasani Municipality)
100	Suspension files
20	A4 Rulers
20	8 GB Memory stick
50	Pocket files with 50 pockets inside.
50	Counter book 2 quire
4	Financial Calculator
100	Bic Pens
20	Parmanent Black
10 boxes	DVD ROM(4.7 GB)
10 Bottles	30ml bottle of endorsing ink(stamp ink black")
3	P-170 Workstation Shredder
15	Calculator Sharp EL-2128R
2 packs	Rubber bands Packets 100 gsm(no.19 standard ref.)

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20 boxes	Money clips(size 33mm PVC white)
10 packs	Rubber Band(all sizes)
20 packs	File fasteners(heavy duty size)
20 boxes	Staples 26/6
50	Post notes all colors
50	2 Quire counter book
50	Lead Pencil
50	Flip files(50 pockets)
50	A4 Plastic envelope-with stud(all colors)
50	Exam pad
5	English Dictionary
20	Parker-ballpoint pens"(color stainless steel & chrome)
20	Highlighter all color
20	Standard stapler
2	Cash box (12 inch black)
15	Staple remover
5 boxes	Staples size 23/13
10 boxes	Cube Refills (white)
10	Cube holder
20	A4 Ring binders(25mm)
2	Paper roll (841x150) laser graphic 80 GSM Bond
50	Archive boxes 330mmx255mx155mm
50	Sticky notes(70mmx 75mm
10	Buddi drawers
50	A4 Envelops(brown paper)
2 boxes	White board marker(all colors)

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.
- Delivery must be in 7 days after the appointment.
- 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, BBBEE certificate.
- The successful provider will be the one scoring the highest points.

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