



KWASANI MUNICIPALITY

REQUEST FOR FORMAL PROPOSALS (1 YEAR CONTRACT)

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 11/07/2013 before 16:00 to: fax 086 583 2315 E-mail: procurement@kwasani.co.za

SCHEDULE

NO.	DESCRIPTION
1	A4 Printing papers
2	A3 Printing papers
3	HP Ink cartridge 122(black)
4	HP Ink cartridge 122 Tri-colour
5	Arch liver files
6	Archival Boxes All Sizes
7	Receipts papers-4 to view on 305x 240, 76.25x 240 2 parts 1 colour. Size 3x perforation 1x strip, expose & develop plate (receipts)
8	EW Black 280x241 -IP2000 continuous paper
9	HP 35A Cartridge (black and colour)
10	A4 Colour printing papers hard copy(yellow, blue ad pink)
11	Toner Canon 3e BCI-3Ey(yellow,magenta,cyan and black)
12	LTO-3 Ultrium RW Data cartridge (size 800GB)
13	File dividers(with numbers, Alphabets, Months and Plain)
14	Ribbon Cartridge LX-

	300+300+II(S015019/#8750)(17.7 meters/58.0 feet)
15	Ribbon Cartridge LQ-2190(S015086 60.0 meters/196.8 feet)
16	Brother Cartridge (TN3290)

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of closure.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period would be within 7 days from appointment date.
- 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.
- **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.

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


Ms. N.C James
Municipal Manager