



Umuziwabantu Municipality

Tel No: 0394333500/Fax 0394331208

ADVERT

SUPPLY AND DELIVERY OF OFFICE STATIONERY
NOTICE NO.116/2018-2019

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

(Over R30 000.00 up to a transaction value of R200 000.00 VAT included)

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

The quotation must be submitted on the letterhead of your business and must be
delivered by hand not later than **19/06/2019 @ 11H:00**

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Firm delivery period must be stated
- BEE certificate will be advantageous
- MBD 1
- MBD 4
- A successful bidder will be required to register on the Central supplier database.

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE
ALLOCATED AS FOLLOWS:**

80 – Price, 20 – BBEE Contribution Level Status

NB: No quotations will be considered from person in the service of the state

NB: Bids will be rejected if any municipal rates and taxes or municipal service charge owed by that bidder or any of its directors to the Umuziwabantu Municipality or to any other municipality or municipal entity, are in arrears for more than three months.

NB: All quotations must be deposited on a quotation box at the finance department next to old Nedbank

Failure to comply with these conditions will invalidate your offer

| ITEM No. | SPECIFICATION /DESCREPTION | QUANTITY | PRICE PER UNIT | TOTAL |
|----------|--|----------|----------------|-------|
| | SUPPLY AND DELIVERY OF OFFICE STATIONERY AS PER THE ATTACHED SPECIFICATION: | | | |
| | | | | |
| | | | | |
| | | | | |

NB: ENQUIRIES CAN BE DIRECTED TO Miss N Mayeza at
039 433 3500/09 DURING OFFICE HOURS


MR T.W. GUMEDE
MUNICIPAL MANAGER

DELIVERY ADDRESS:
UMUZIWABANTU MUNICIPALITY
LOT 10 MURCHISON STREET
FINANCE OFFICES
HARDING
4680

| | |
|----------------------------------|---|
| UMUZIWABANTU MUNICIPALITY | |
| PRIVATE BAG X1023 HARDING 4680 | |
| CHECKED BY SCM MANAGER: | |
| SIGNATURE | :  |
| DATE | : 13/06/2019 |

UMUZIWABANTU LOCAL MUNICIPALITY

STATIONERY ORDER FORM

Stationery Items

| Description | Quantity | Unit Price | Total |
|---|---------------|------------|-------|
| 26/6 Staples (standard) | 14 boxes | | |
| Staplers standard Rexel | 8 | | |
| Highlighters (assorted) pack of 6's | 8 packs | | |
| Post it super sticky coloured notes 76mm | 10 packs | | |
| Black Pens (BIC, click medium) | 6 boxes | | |
| Pencil HB (staedler) | 10 boxes | | |
| Permanent Marking pen (assorted colors) 6's Artline 700 | 6 packs | | |
| Sign here stickers | 4 | | |
| Bostic 100g | 8 | | |
| Pritt 43 g | 10 | | |
| 80g/m2 A4 Rotatrim Papers | 20 (boxes) | | |
| A4 brown envelopes | 5 boxes | | |
| 2 Quire counter book (A4) | 4 | | |
| 2 Quire exercise book | 12 | | |
| Short hand notebook | 10 units | | |
| Project board, 50 sheets A4 160g board (yellow, blue, yellow) | 5 packs each | | |
| A4 document folder multicolour | 8 packs | | |
| Memory stick verbatim 16Gig | 8 | | |
| Scissors (standard) | 4 | | |
| Tipex FINE POINT METAL TIP (PENTEL)CORRECTION PEN FINE POINT 18ml (ZL 156 | 6 units | | |
| Gel ink roller ball Pen (black) | 4 boxes | | |
| Clear hard A4 plastic papers 100's | 4 packs | | |
| Arch lever files | 100 units | | |
| File fasteners 80mm | 10 packs | | |
| Memo tube refills-multicolour | 6 | | |
| Rubber bands No38 | 10 packs | | |
| Staple Removers | 6 | | |
| Extension cord | 3 | | |
| Pack of Thimbles | 3 | | |
| Punch | 5 | | |
| Paper clips | 10 boxes | | |
| Headset | 3 | | |
| Compact Disk (CD) | 3 boxes/packs | | |
| Big stapler | 4 | | |
| Trays (In and out) | 5 | | |
| Pins (Notice Board) | 3 packets | | |
| Big Puncher | 2 | | |
| A3 paper | 3 boxes | | |
| Calculator | 3 | | |

UMUZIWABANTU LOCAL MUNICIPALITY

STATIONERY ORDER FORM

| Description | Quantity | Unit Price | Total |
|---|--------------|------------|-------|
| 26/6 Staples (standard) | 15 boxes | | |
| Staplers standard Aquarius Rexel | 40 | | |
| Highlighters (assorted) pack of 6's | 10 packs | | |
| Post it super sticky coloured notes 76mm | 15 packs | | |
| Black Pens (BIC, click medium) | 20 boxes | | |
| Pencil HB (staedler) | 10 boxes | | |
| Monami permanent markers, black *6's | 5 | | |
| Sign here stickers | 15packs | | |
| Bostic 100g | 10 | | |
| Pritt 43 g (box) | 10 | | |
| 80g/m2 A4 Rotatrim Papers | 100 (boxes) | | |
| A4 brown envelopes | 4 boxes | | |
| 2 Quire counter book (A4) | 20 | | |
| Short hand notebook | 10 units | | |
| Project board, 50 sheets A4 160g board (yellow, blue, yellow) | 3 packs each | | |
| A4 document folder multicolour | 6 packs | | |
| Memory stick verbatim 16Gig | 35 | | |
| Scissors (standard) | 15 | | |
| Tipex Fine Point Metal Tip (Pentel)Correction Pen Fine Point 18ml (ZL 1S6 | 15 units | | |
| Gel ink roller ball Pen (black) | 2boxes | | |
| Clear hard A4 plastic papers 100's | 2 packs | | |
| Arch lever files | 100 units | | |
| File fasteners 80mm | 15 packs | | |
| Memo tube refills-multicolour | 10 | | |
| Rubber bands No38 | 10packs | | |
| Stapie Removers | 15 | | |
| Extension cord | 2 | | |
| Scientific calculator | 10 | | |
| Pack of Thimbles | 10 | | |
| Punch (45-50 paper sheets) | 5 | | |
| Paper clips | 10 boxes | | |
| USB Headset | 5 | | |
| Quick sorter file | 3 | | |
| Clear tape (BIG) | 10 | | |
| Spirit cleaner board | 3 | | |
| White board makers (pack 6's) | 2 | | |
| Monami white board markers, black, green, blue (12's) | 10 each | | |
| Scale Ruler | 3 | | |
| | Total | | |