



**Umuziwabantu Municipality**  
**Tel No: 0394333500/Fax 0394331208**

**ADVERT**  
**SUPPLY AND DELIVERY OF OFFICE STATIONERY**  
**NOTICE NO.12/2019-2020**

**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 **20/08/2019 @ 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
- MBD 9
- 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 Russels Furnisher Shop**

**Failure to comply with these conditions will invalidate your offer**

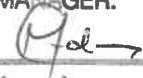
<b>ITEM No.</b>	<b>SPECIFICATION /DESCRIPTION</b>	<b>QUANTITY</b>	<b>PRICE PER UNIT</b>	<b>TOTAL</b>
	<b>SUPPLY AND DELIVERY OF OFFICE STATIONERY AS PER THE ATTACHED SPECIFICATION:</b>			

**NB: ENQUIRIES CAN BE DIRECTED TO MS 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**

<b>UMUZIWABANTU MUNICIPALITY</b>	
PRIVATE BAG X1023 HARDING 4680	
CHECKED BY SCM MANAGER:	
SIGNATURE	: <u></u>
DATE	: <u>13/08/2019.</u>

**UMUZIWABANTU LOCAL MUNICIPALITY**

**STATIONERY ORDER FORM**

<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
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		
8ostic 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 156	15 units		
Get 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		
Staple 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		
	<b>Total</b>		

**UMUZIWABANTU LOCAL MUNICIPALITY**

**STATIONERY ORDER FORM**

**Stationery Items**

<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
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 1S6	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		

	Total		
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COMPANY STAMP
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