



**MOHOKARE**  
LOCAL MUNICIPALITY

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[www.mohokare.co.za](http://www.mohokare.co.za)

## REQUEST FOR QUOTATIONS

### SUPPLY AND DELIVERY OF STATIONERY

SCM CONTACT PERSON:	Mr LF Sebatane
TELEPHONE NUMBER:	(015) 673-9600
FAX NUMBER:	(051) 673-1550
REFERENCE:	SCM/MOH/31/2015
DESCRIPTION:	Supply and Delivery of Stationery
ADVERTISEMENT DATE:	24/08/2015
CLOSING DATE:	01/09/2015
CLOSING TIME:	12:00
COMPULSORY SITE MEETING:	No
SITE MEETING VENUE:	N/A
SITE MEETING DATE:	N/A
SITE MEETING TIME:	N/A
PUBLIC OPENING:	No

#### **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000**

*This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2011 It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: [www.treasury.gov](http://www.treasury.gov)).*

**NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATION.**

ITEM	QUANTITY	DESCRIPTION
1	100 Boxes	Arch Files
2	30 Boxes	File Dividers
3	1 Box	A4 Notebook hardcover
4	20 Boxes	Permanent Maker
5	100 Packets	Flags 5 Multicolour - Flags
6	50 Boxes	Glue Stick
7	4 Boxes	Medium Stapler
8	50 Packets	Medium Staples
9	5 Boxes	Note Pads
10	50 Boxes	Metal Fasteners
11	1 Box	Assorted Highlighters
12	10 Boxes	A4 Brown Envelopes box
13	10 Boxes	A3 Brown Envelopes box
14	4 Boxes	C3 Brown Envelopes box
15	20 Boxes	Binding rings 16mm
16	20 Boxes	Binding rings 22mm
17	20 Boxes	Binding rings 25mm
18	20 Boxes	Binding covers
19	10 Boxes	Green papers
20	10 Boxes	Yellow papers
21	10 Boxes	Pink Papers
22	5	Stationary Holders
23	10 units	Year Planner Calendar
24	10 units	Scissors
25	4 units	Giant stapler
26	15 units	B210 HP Calculator
27	10 Boxes	A4 Transparencies
28	1 Box	Rexel P265 Perforator
29	20 Boxes	File folders Plastic
30	20 Boxes	Board dividers (Jan – Dec)
31	20 Boxes	Board dividers (1 – 31days)
32	20 Boxes	Board dividers (A – Z )
33	1 Box	A4 hard cover books
34	2 Boxes	A3 Normal postage envelopes
35	10 Boxes	File Folders ( hardcover)
36	11 units	Desk Buddy
37	4 rolls	DC Fix
38	1 Box	Clutch Pencils with leads
39	10 Boxes	Red Pens (Pilot G-2 07)
40	10 Boxes	Black Pens (Pilot G-2 07)
41	20 Boxes	Paper Clips

42	10	Message Pads
43	1 Boxes	Exam Pads
44	50	Memory sticks (8 GB)
45	100 in a pack X5	Folders
46	1 unit	Laser Pointer
47	50 Boxes	Bantex file (blue)
48	5 Boxes	Prestik

**Compulsory Documentation** to be attached to Quotation, failure to submit valid documents as specified below will invalidate the offer.

**Please deposit Quotation in the Quotation box situated at the Municipal Offices.**

**NB!!**

All Quotations **must be** submitted on your Companies official documentation **with letterhead** alternatively the Quotation must be stamped with your Companies official stamp.

Failure to comply with the above **will invalidate** the Quotation.

Attach all required documentation e.g. Tax Clearance and BBBEE certificate

**Vendors Registration:**

Prospective Vendors, who are not yet registered on Municipal Supplier Database, must submit a completed application form to Municipal Supply Chain Unit on, or before the Quotation closing date.

**No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.**

**NOTE: “Council may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made.”**

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

*\*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 PFMA, 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

**Mr. TC Panyani**  
**Municipal Manager**

