



MOHOKARE
LOCAL MUNICIPALITY

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REQUEST FOR QUOTATIONS

SUPPLY AND DELIVERY OF STATIONERY

| | |
|---------------------------|-----------------------------------|
| SCM CONTACT PERSON | Mr P Dyonase |
| TELEPHONE NUMBER: | (051) 673-9617 |
| FAX NUMBER: | (051) 673-1550 |
| REFERENCE: | SCM/MOH/42/2014 |
| DESCRIPTION: | Supply and Delivery of Stationery |
| ADVERTISEMENT DATE: | 05/06/2014 |
| CLOSING DATE: | 13/06/2014 |
| 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).

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

| <u>ITEM</u> | <u>QUANTITY</u> | <u>DESCRIPTION</u> |
|--------------------|--|-------------------------------|
| 01 | 16 Boxes of 50 per Box | Arch Files |
| 02 | (4 boxes blue + 4 box yellow) of 25 per Bo | Suspension files |
| 03 | 1 Box of 25 per box | Reconciliation files |
| 04 | 40 Packs of 100 per Pack | File dividers |
| 05 | 27 Boxes of 50 per Box | 2 Pin Metallic File Fasteners |
| 06 | 5 Packs of 100 per Pack | Plastic File Dividers |

| | | |
|----|----------------------------|---|
| 07 | 25pcs/each pad x 41 | Repositionable Multi-coloured Self adhesive Flags |
| 08 | 86 Boxes | A4 Boxes Rotatrim |
| 09 | 5 Boxes of 50 | Pilot G-2 07 pens |
| 10 | 10 Boxes of 50 per Box | Black pens |
| 11 | 1 Box | Page markers |
| 12 | 2 Box | Black marking pens |
| 13 | 1 Box | Marking pens different colours |
| 14 | 3 Boxes of 50 per Box | Pencils |
| 15 | 1 Box of 50 per Box | Erasers' |
| 16 | 1 Box of 50 per Box | Rulers |
| 17 | 40 Boxes | Staples Standard 26/6 |
| 18 | 28 medium size and 3 giant | Metal Staplers |
| 19 | 2 Boxes | Giant Staples |
| 20 | 1 Box of 20 per Box | Staples remover |
| 21 | 6 Packs of 100 per pack | A4 Hard covers (for binding) |
| 22 | Pack of 30 | A4 Notebooks 288 pages |
| 23 | Pack of 20 | A5 Notebooks hardcover |
| 24 | Pack of 10 | Exam pads |
| 25 | Pack of 20 | Multi-coloured Message pads |
| 26 | Pack of 10 | Note pads |
| 27 | 4 Boxes of 100 per box | A4 size envelopes |
| 28 | 6 Boxes of 100 per box | (A5) Small envelopes (with letterhead |
| 29 | 30 or 1 Pack of 30 | Bostic |
| 30 | 30 or 1 Pack of 30 | Prit |
| 31 | 5 medium size + 2 big size | Punchers |
| 32 | 30 or 1 pack of 30 | Paper Scissors |
| 33 | 15 | Memory sticks (4GB Transcend) |
| 34 | 3 | Scientific Calculators (Casio) |
| 35 | 4 (normal size) | Sharp Calculators (not scientific) |
| 36 | 10 | Trays for mails |
| 37 | 20 | Key holders with markings |
| 38 | 2 | Paper shredding machine |
| 39 | 10 | Name tags |
| 40 | 1 | Thick/broad sellotape |
| 41 | 2 Boxes | Laminating Poucher A4 |
| 42 | 2 Boxes | Laminating Poucher A3 |
| 43 | 1 | Flip Chart |
| 44 | 2 Boxes of 25 per Box | Flip file (dividers) |
| 45 | | |
| 46 | 10 Boxes | Paper Clips 33mm PVC |
| 47 | 5 Boxes | Clips (big) |
| 48 | 3 Packs of 100 | Blue folders |
| 49 | 1 | A4 Diary |
| 50 | 2 | Flip Chart Stands |
| 51 | 4 Rolls | Flip Chart Paper |
| 52 | 1 Pack of 100 | Clear Transparencies |
| 53 | 1 Pack of 100 | White Cover Charts |
| 54 | 5 | White Erasable Board Markers, black |
| 55 | 5 | White Erasable Board Markers, multi-coloured |
| 56 | 1 Box | Binders (10mm) |

| | | |
|----|---------------------|---------------------------------|
| 57 | 1 Box | Hardcover |
| 58 | 10 | Glue Stick |
| 59 | 4 Boxes | Binding rings 10mm |
| 60 | 4 Boxes | Binding rings 12mm |
| 61 | 4 Boxes | Binding rings 14mm |
| 62 | 4 Boxes | Binding rings 16mm |
| 63 | 4 Boxes | Binding rings 22mm |
| 64 | 4 Boxes | Binding rings 25mm |
| 65 | 4 Boxes | Binding rings 28mm |
| 66 | 4 Boxes | Binding rings 32mm |
| 67 | 4 Boxes | Binding rings 38mm |
| 68 | 4 Boxes | Binding rings 45mm |
| 69 | 4 Boxes | Binding rings 51mm |
| 70 | 1 Box | Binding covers |
| 71 | 1 Box | Green papers |
| 72 | 1 Box | Yellow papers |
| 73 | 1 Box | Pink papers |
| 74 | 1 box of 25 per box | File folders plastic |
| 75 | 2 | Desk paper holder |
| 76 | 2 | Tipex |
| 77 | 50 | A4 Grey econo container |
| 78 | 10 | Econo container labels |
| 79 | 12 | Off-site container boxes |
| 80 | 12 | Foolscap jumbo archieve |
| 81 | 5 | A4 PVC Lever Arch Files (Red) |
| 82 | 5 | A4 PVC Lever Arch Files (Black) |
| 83 | 5 | A4 PVC Lever Arch Files (Blue) |
| 84 | 5 | A4 PVC Lever Arch Files (Green) |
| 85 | 300 | Brown Files |

NB!!

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, declaration of interest (obtainable from the Municipality's website) 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: “The Municipality 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 with in 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