



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

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Balfour, 2410
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REQUEST FOR QUOTATION

Date: 13 AUGUST 2018

SUPPLY AND DELIVERY OF STATIONERY

Quotations are hereby invited from the accredited services providers for **SUPPLY AND DELIVERY OF STATIONERY** for Dipaleseng Local Municipality.

The 80\20 preference point system will be used when evaluating the quotation, which is in terms of PPPFA and the SCM policy of the municipality.

The specifications is as Follows;

QTY	Description
100	Arch Lever Files
5	H-40 Metal Punch(Semi Heavy Duty)
5	HD2300X 2 Hole(Extra Heavy Duty Punch)
10	Stapler Full/Half Strip (size 26/6)
20 Boxes	Staples (Semi Heavy Duty) (size 26/6)
6	Hs 3000 Heavy Duty Stapler
15 Boxes	Staples(Extra Heavy Duty)
10(Boxes)	A4 Envelops
10(Boxes)	A5 Envelops
10(Boxes)	A3 Envelops
10	Staple Remover (size 26/6)
10 Boxes	Fold back Clips (medium)
10 Boxes	Fold back Clips (large)
10 Boxes	Sticky Notes
10	Prestik (Bostik)
10 Boxes	A4 Coloured Papers
10	Cube Refills (100*100mm)
1*12	Permanent Marker (black)
1*12	Permanent Marker (Red)
10 *20	File Dividers
1	HP DesignJet T830 (Ink cartridge yellow)
1	HP DesignJet T830 (Ink cartridge Magenta)
1	HP DesignJet T830 (Ink cartridge Cyan)
1	HP DesignJet T830 (Ink cartridge)

Service providers must be registered with the Central Supplier Database www.csd.gov.za for their quotations to be considered.

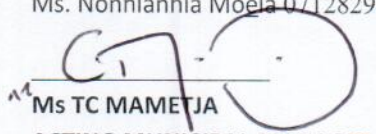
NB

- **BBE CERTIFICATE & DECLARATION OF INTEREST SHOULD ACCOMPANY THE QUOTATION.**

Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY" SUPPLY AND DELIVERY OF STATIONERY" – CLOSING DATE: 20 AUGUST 2018** must be placed in the **Tender box at Dipaleseng Local Municipality's Offices**, Cnr Johnny Mokoena Drive & Themba Shozi Street in Balfour, not later than 12H00 on **20 AUGUST 2018 MONDAY**.

Late submission will not be accepted and Dipaleseng local municipality does not bind itself to accept the lowest or any submitted quotation. Dipaleseng local municipality reserves the right to accept a quotation as a whole or in part. Enquiries:

Ms. Nonhlanhla Moela 0712829446


Ms TC MAMETJA
ACTING MUNICIPAL MANAGER