



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

Private Bag X 1005
Balfour, 2410
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REQUEST FOR QUOTATION

Date: 17 JANUARY 2019

SUPPLY AND DELIVERY OF STATIONARY.

Quotations are hereby invited from the accredited services providers for **SUPPLY AND DELIVERY OF STATIONARY** 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 specification is as Follows;

QTY	Description
100.	BOXES OF A4 TYPEK (WHITE).
10.	BOXES OF A3 TYPEK (WHITE).
20.	BOXES OF 10 STAPLES (26/6).
10.	BOXES OF 60 BLACK PENS.
20.	BOX OF FILE FASTENERS.
5.	PACK OF 10 SELLOTAPE BARGING TAPES (COLOUR CLEAR).
5.	PACK OF 10 TILL ROLLS (76/76)
250.	ARCH LEVER FILES.

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

PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT (PPPFA 05 of 2017)

- EME OR QSE WITHIN THE JURISDICTION OF DIPALESENG WILL BE GIVEN FIRST PREFERENCE.
- BBB-EE 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 STATIONARY " – CLOSING DATE:24 JANUARY 2019** 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 **24 JANUARY 2019**.

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 Dikeledi Mashiane 0712829446 Mr Siphamandla Buthelezi 0723167806

Mr I.P. Mutshinyali
MUNICIPAL MANAGER



REQUEST TO PURCHASE FORM

Purpose of the Request : Stationery

DATE	ITEM DESCRIPTION	VOTE/ITEM NUMBER	DEPARTMENT
17/01/2019	Requesting the following stationery for all departments: 100 Boxes of A4 Typek(White) 10 Boxes of A3 Typek(White) 20 Boxes of 10 Staples(26/6) 10 Boxes of 60 black pens 20 Boxes of File fasteners 5 Packs of 10 Sellotape Barging Tapes(Colour Clear) 5 Packs of 10 Till rolls(76/76) 250 Arch Lever Files	018 10106	Budget and Treasury

BUDGET	R	152 436-00
SPENT/COMMITTED TO DATE	R	78 196-58
AVAILABLE BUDGET	R	74 239-42

Signature: Finance Manager

Date

17/01/2019

Signature: Budget Officer
(confirmation of available funds)

Date

17/01/2019

Signature: Chief Financial Officer

Date

18 January 2019