



## Dipaleseng Municipality

Private Bag X 1005  
Balfour, 2410  
Tel: (017) 773-0055  
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Address all correspondence to the Municipal Manager

### REQUEST FOR QUOTATION

Date: 18 JULY 2019

### 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 are as Follows;

QTY	Description
200.	Boxes A4 Typek white papers.
30.	Staplers. (26/6)
25.	Boxes of Staples.(26/6)
10.	Medium puncher (26/6)
05.	Big puncher.
15	Staples remover.
3 boxes per colour.	A4 Typek coloured paper (Pink, Yellow, Green and Blue).
25.	Sticker notes.
50	Cube refills notes.
50	Sign Here stickers.
150	Arch Lever Files.
50	Files dividers.
20	Black ink.
20	Red ink
20 boxes	Highlighters all colours
20 boxes	Black Pens.
10 boxes	Red Pens.
10	Frosted sheets.
10	White Hard papers.
10 boxes	A4 envelopes.
30	File Fasteners.
10	Permanent marker black.
10	Permanent marker red.
4 x 20	AA   4 Battery (Duracell).
2 x 20	C   2 Battery (Duracell).
10 pack	Rubber bands.
10 boxes per size.	Paper clips small, medium and large.

Service providers must be registered with the Central Supplier Database [www.csd.gov.za](http://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: 25 JULY 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 25 JULY 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 071 282 9446 Mr Siphamandla Buthelezi 087 527 0539

  
Mr C MYEZA  
ACTING MUNICIPAL MANAGER