



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

Private Bag X 1005
Balfour, 2410
Tel: (017) 773-0055
Fax: (017) 773-0169
Email: dipaleseng@worldonline.co.za

REQUEST FOR QUOTATION

Date: 31 JANUARY 2020

REF: RFQ 010

SUPPLY AND DELIVERY OF STATIONERY

Quotations are hereby invited from the accredited services providers for Supply and delivery of stationery.

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:

Quantity	Description
200	Boxes A4 Typek white papers
30	Staplers (26/6)
30	Boxes of Staples (26/6)
10	Medium puncher (26/6)
5	Big puncher
15	Staples remover
1 box per colour	A4 Typek coloured paper (Pink, Yellow, Green and Blue)
25	Sticker notes
30	Cube refills note (per box of 24)
50	Sign here stickers
200	Arch Lever Files
50	File dividers
10	Black Endorsement ink
10	Red Endorsement ink
20 boxes	Highlighters all colours
20 boxes	Black pens
10 boxes	Red pens
10	Frosted sheets
10	White Hard papers
30	File fasteners
10	Black Permanent markers
10	Red permanent markers
4 x 10	AA 4 Battery (Duracell)
2 x 10	C 2 Battery (Duracell)
10 pack	Rubber bands
5 boxes per size	Paper clips small, medium and large
5	Pack of Sellotape Barging Tapes (Colour clear) 48mm x 50mm
11	A4 Wave Diary Set(include pen and gift box) for councillors with their names and municipal logo

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

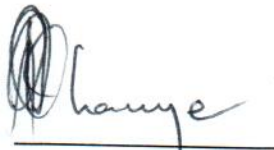
PRE-QUALIFICATION FOR PREFERENTIAL PROCUREMENT (PPPFA 05 of 2017)

- EXEMPTED MICRO ENTERPRISE OR QUALIFYING SMALL ENTERPRISE 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 STATIONERY"** 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 **06 FEBRUARY 2020**.

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: **Mr Siphamandla Buthelezi: 087 527 0539** or **Ms Tebogo Lekoloane: 082 872 1427**



Mrs. NB KHANYE
ACTING MUNICIPAL MANAGER