



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

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REQUEST FOR QUOTATION

RFQ 07/2021

27 JULY 2021

SUPPLY AND DELIVERY OF STATIONERY

Quotations are hereby invited from the accredited services providers for the **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	Boxes of A4 white papers
1 box per colour	A4 coloured paper (Pink, Yellow, Green and Blue)
10	Boxes of A3 Printing white papers
30	Boxes of Staples (26/6)
3	Big office Puncher
2	Big office Stapler
100	Arch Lever Files
10	Black Endorsement ink
10	Red Endorsement Ink
5 boxes	Highlighters all colours
1 boxes of each	Red and black Permanent Markers
100	Accessible files (blue)
50 (1 box)	lead Pencils
10	Bostick
1	Foldable white board for presentations
2	Notice Board big
2	White office Board big
30 Boxes	Foldback Paper Clips Black (10 Small; 10 Medium; 10 Large)
10	Office Staplers small

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.
- Local content form

Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY "SUPPLY AND DELIVERY OF STATIONERY"** CLOSING DATE: 3RD AUGUST 2021

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: Dikeledi Mashiane 071 282 9446 or Mashianed@dipaleseng.com & Ms Phumudzo Ntlatlane Ntlatlanep@dipaleseng.com



NB KHANYE
ACTING MUNICIPAL MANAGER

27/07/2021