



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

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REQUEST FOR QUOTATION

Date: 28 January 2022

RFQ: 55/21

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	TYPEK BOXES
50	2 QUIRE BOOKS X 50
30	8GB MEMORY STICKS
500	ACCESSIBLE FILES (BLUE FOLDABLE FILES)
500	BLACK PENS FINE POINT
30	BOXES OF STAPLETTS (NORMAL SIZES) 26/6
10	BOXES OF MEDIUM SIZED STAPLETTS
250	ARCH LEVER FILES
10	OFFICE SCISSORS
10	NORMAL SIZED STAPLERS
2	HEAVY DUTY STAPLER
10	TIPPEX FINE POINT
20	SILOTAPE BIG CLEAR ONES
1	BIG OFFICE STAMP
4	1 TB EXTERNAL HARD DRIVE
1	BLACK OFFICE FLOOR FAN
1	4-IN-1 MULTIFUNCTION DISPLAY PORT INTO HDM1/DV1/VGA ADAPTER CABLE
10	USB MOUSE
6	WIRELESS MOUSE FOR LAPTOP
1	TOOLBOX WITH SMALL SCREWS
1	RS PRO NETWORK TESTER RJ45, RJ 12,RJ 11
3	PCLE NETWORK INTERFACE CARD 10/100/1000 Mbit/s
3	HP PROBOOK CHARGES
3	MULTI PLUG

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

NB, the following documents should accompany the quotation;

- BBE CERTIFICATE &

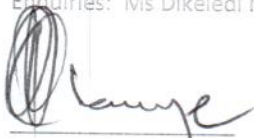
- **DECLARATION OF INTEREST.**
- **Local content form**
- **Tax pin**

NB, Emailed quotations will not be considered.

Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY "SUPPLY AND DELIVERY OF STATIONERY."** – **CLOSING DATE: 03 FEBRUARY 2022** 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 03 FEBRUARY 2022**

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 or Ms Mathotho Sesele 071 298 3872 (IT Related Enquiries)



MRS NB KHANYE
ACTING MUNICIPAL MANAGER