

## SUPPLY AND DELIVERY OF STATIONERY



Address all correspondence to the Municipal Manager

*Dipaleseng Municipality*

Private Bag X 1005  
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Tel: (017) 773-0055  
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## REQUEST FOR QUOTATION

Date: 12 AUGUST 2022  
17/2022/2023

## SUPPLY AND DELIVERY OF STATIONERY

Quotations are hereby invited from the accredited services providers for **SUPPLY AND DELIVERY OF STATIONERY**. For Dipaleseng Local Municipality.

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.

The specifications is as Follows;

QTY	DESCRIPTION
20	Permanent Marker
2	Big White Office Boards
500	Foldable Accessible Files (blue)
500	Fine Point black pens
20	Black Normal Size Office Staplers
50	Boxes of Stapes (26/6)
200	Arch Lever Files
20	White Board Markers
100 Boxes	White Printing papers
5	Heavy duty Office Punchers
10	Small Office punchers
150 Packs	Sign Here Signs
50	HB Pencils
20	Pen Holders
30 Boxes	Foldable Clips (10 small ; 10 Medium ; 10 Large )
10	Multi Plugs ( 4 inputs)
5	Heavy duty Office staplers ( 60 Sheets 23/10 staple)

The 80/20 preference point system will be used when evaluating the quotation, which is in terms of the PPPFA and SCM policy of the municipality

**NB, the following mandatory documents should accompany the quotation; ( failure to submit will result in automatic disqualification)**

- MBD 4 Declaration Of Interest
- Valid BBBEE Certificate ( Not more than 12 months from date of issue )
- Tax Pin Certificate

**SUPPLY AND DELIVERY OF STATIONERY**

Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY "SUPPLY AND DELIVERY OF STATIONERY – CLOSING DATE: 19 AUGUST 2022** must be placed in the **Tender box at Dipaleseng Local Municipality's Offices**, Cnr Johnny Mokoena Drive & Themba Shoji Street in Balfour, not later than 12H00 on **19 AUGUST 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 D Mashiane~~ 071 282 9446



**MR L CINDI**  
**ACTING MUNICIPAL MANAGER**