



MHLONTLO MUNICIPALITY



POSTAL ADDRESS
 P.O. Box 31
 Qumbu
 5180





PHYSICAL ADDRESS
 96 Lungile General Mabindla
 Street
 Qumbu
 5180

T1.1 : REQUEST FOR QUOTATIONS

PROJECT NAME	CONTRACT NUMBER	ADVERT DATE	CLOSING DATE
STATIONERY	BTO/ASET/2016-17	23/10/2017	31/10/2017 12:00PM

Quotations are requested from suitable qualified service providers to supply and delivery of stationery in Mhlontlo Local municipality both (Qumbu & Tsolo). Bidders are requested to quote for the following Stationery.

STATIONERY

DESCRIPTION	QUANTITY
Paper Files	100
Lever Arch File	500
2 Quire Counter Book	15
Pritt	10
Slide binder 15 mm	500
Black pens Bic	150
Stamp pad ink black	5
C4 Pocket envelops	250
110mm*220mm windowed envelops	2000
Penguin highlighters Different Colours	15
Medium Stapler	10
Transparent papers with 100 sheets	5
Bostic	5
Index tabs (Jan-Dec) Packs	10
Index tabs (A-Z) Packs	10
HP LaserJet 305 Yellow	5
HP LaserJet 305 Magenta	5

HP LaserJet 305 Cyan	5
HP LaserJet 305 Black	5
Xerox Phaser 108R00909	3
HP 312A Black (CF 380 A)	5
HP 312A Magenta (CF 383A)	5
HP 312A Cyan (CF 381A)	5
HP 312A Yellow (CF382A)	5
HP 201A (CF400A) Black	5
HP 201A (CF402A) Yellow	5
HP 201A (CF401A) Cyan	5
HP 201A (CF403A) Magenta	5
HP 410A A (CF 410A) Black	5
HP 410 A (CF 411A) Cyan	5
HP 410 A (CF 412A) Yellow	5
HP 410 A (CF 413A) Magenta	5
Bother DR-3405 Black	5

1. EVALUATION CRITERIA

The tender will be evaluated on the 80/20 Preference Point System as prescribed by the Preferential Procurement Policy Framework Act 5 of 2000, and Points will be awarded to a bidder for attaining the B-BBEE status level of contribution.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Company Profile with contactable references
- Certified B-BBEE Certificate issued by either verification agencies accredited by SANAS or sworn affidavit
- Proof of Municipal Rates not later than three months
- CSD Report not later than one month from the Tender Closing date
- MBD4
- SARS Status Compliance Pin

Must be deposited in the tender Box at the Mhlontlo Local Municipality, 96 Lungile Mabindla Street Qumbu or Posted to P.O. Box 31 Qumbu 5180. Faxed or electronic submission of documents will not be accepted.

Mhlontlo Local Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it.

The Municipality does not bind itself to accepting the lowest tender or any tender

4. ENQUIRES

Any queries for further information relating to this advert must be directed to Mr. S Notununu on 047 553 7000 on Assets and SCM queries to be forwarded to Mr. T Mbono at 047 553 7000.



**MR S.G SOTSHONGAYE
MUNICIPAL MANAGER**