



# MHLONTLO MUNICIPALITY


<b>POSTAL ADDRESS</b> P.O. Box 31 Qumbu 5180


<b>PHYSICAL ADDRESS</b> 96 Lungile General Mabindla Street Qumbu 5180

## T1.1 : REQUEST FOR QUOTATIONS

PROJECT NAME	CONTRACT NUMBER	ADVERT DATE	CLOSING DATE
<b>STATIONERY</b>	ST/02/2015/16	<b>04/03/2016</b>	<b>14/03/2016 12:00PM</b>

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

Description	Quantity
110*220 window envelopes	5000
C4 envelopes	5000
2 Quire counter book	50
1 Quire counter book	50
Index tabs Jan-Dec	15
Paper files	1000
Medium stapler	50
Premium colour paper Green, blue yellow,pink boxes	15

Lever Arch files	1000
Index tabs A-Z	10
Box files	500
Hp laserjet P301555A	10
Hp 312A magenta	10
Hp 312A yellow	10
Hp 312A Black	10
Hp 312A cyan	10
Comb binder 38mm	500
Transparent papers	1000
File fasteners	1000
Rexel staples no 66/8 boxes	10

## 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:**

- Submission of a Certified B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) is requisite.
  - Company registration/ CK documents
  - Valid Original SARS Tax Clearance Certificate
  - MBD 4 Forms ( available on the website [www.mhlontlolo.gov.za](http://www.mhlontlolo.gov.za))
  - Certified ID Copies of Shareholders
  - Proof of Municipal Rates

Quotation clearly marked **with ST/2/MHL-2015/16**

Must be deposited in the tender Box at the Mhlontlo Local Municipality, 96 Lungile Mabinbla 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.

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**MR S.G SOTSHONGAYE**  
**MUNICIPAL MANAGER**