



**WRITTEN PRICE QUOTATION**  
**SUPPLY AND DELIVERY OF STATIONERY**

Harry Gwala District Municipality hereby requests quotations from suitably experienced service providers to assist the municipality with the supply and delivery of stationery.

**SPECIFICATION**

Supply and delivery of the following stationery:

60 x boxes A4 white copy paper
10 x A3 white copy paper
10 x boxes A4 yellow paper
20 x boxes A4 pink paper
20 x boxes A4 blue paper
20 x boxes A4 green paper
2 x 500 sheets yellow 160g board paper
3x 500 sheets Pink 160g board paper
3x 500 sheets green 160g board paper
3x 500 sheets blue 160g board paper
20 x 100g rubber bands size 38
20 x AAA batteries
20 x AA batteries
10 x 2 quire note book
4 x rechargeable AA batteries
10 x 4G memory/ flash disks
40 x W71 lever arch files
5 x HP 135 ink jet cartridge colour
4 x HP 121XL ink jet cartridge colour
4 x HP 121XL ink cartridge black
10 x full strip stapler 20 sheets
20 X 12s 51mm binder clips
2 x box black pens
2 x boxes pentel bk77 pens black
2 x 100s CD-R printable
4 x 50s cd paper sleeves /envelopes
1 box black pilot gel pen retractable
20 x yellow highlighter
10 x pritt 43g glue sticks
2 x 100s filing plastic sleeves
A3 laminating machine speed mm/min 500
10 x plastic waste paper bins
5 x black stamp pad ink bottle

2 x red stamp pad ink bottle
1 box manila C4 envelope
2 x pack assorted white board markers
20 x 100s 33 mm paper clips
5 x cello tape

**Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:**

- Original valid tax clearance certificate
- Certified Copies of company or CC documents together with certified copies of members' IDs
- Company Profile

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT(if applicable)
- All quotations submitted shall be valid for 30 days after the tender closing date
- A signed MBD4 form must be submitted with all Bids (available on our website and reception)
- A certified or original valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation.
- Your company must be registered on municipal database

**CLOSING DATE**

The closing date for the bidders is **on 12 August 2015 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"Supply and Delivery of Stationery"** on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

**BID ENQUIRIES**

All tender enquiries and all other matters shall be directed to **Ms. F Pamla** on 039 834 8700 during working hours

**Mrs A.N. Dlamini**

**Municipal Manager**