



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR MAIN OFFICE AND SATELLITE OFFICES

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for the supply and delivery of stationery for main office and satellite offices.

SPECIFICATION/SCOPE

Supply and delivery of the following:

- 60 x boxes of white paper A4 Paper
- 10 x boxes of black pens
- 20 x units desk cube refills
- 20 x staplers and staples
- 30 x 2 quire notebooks
- 6 x boxes of HP pencils
- 20 x units of pritt
- 15 x scissors
- 20 x staple removers
- 50 x tippex
- 40 x lever arch files
- 10 x packing tape
- 1 x pack of post it notes
- 30 x boxes of file fasteners
- 15 x USB flash drives

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

- Valid tax clearance certificate or SARS pin
- Central Supplier database registration

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 area).
- 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 and central supplier database.

CLOSING DATE

The closing date for the bidders is on ~~31~~ **31. January 2019 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"SUPPLY AND DELIVERY OF STATIONERY FOR MAIN OFFICE AND SATELLITE OFFICES"** 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 **Miss Feziwe Pamla** on 039 834 8700 during working hours.

Mrs A.N. Dlamini

Municipal Manager

