



## INVITATION: FOR FORMAL WRITTEN PRICE QUOTATION

1. Umsobomvu Local Municipality herewith invites accredited service providers to quote for supply of stationery and computer consumables.

Description	Quantity
Boxes C4 324mm x 229mm Brown Envelopes	6
Boxes 110 x 220 Self seal Brown Envelopes	4
Printers Till Rolls 2PLY bond all white 76x76 mm (50's)	2
Archival Storage Box with Lid Base has hand holes opposite sides for easy lift 370mm x 305mm x 252	50
Storage Bag with fold over flap reinforcement base and sides	100
3 QUIRE Hard Cover (10 Pcs) 30	3
Stackable Letter Trays built in label holder with Risers Sets assort. colours	20
Standard Minilla Folders 356mm x 460mm packets (Blue & Pink colours)	2
Laminating Pouches Packets	5
450mm 16 Easy Fix Adhesive Contact	10
Correction Pen fluid 18ml	10
Boxes BIC Crystal Ball Pen BLK	6
Boxes BIC Clic Ball Pen BLK	6
HB Staedtler Pencils (Box of 12)	4
Scripto Erasers Box	1
Scientific calculator	4
Red Ball pens (boxes)	1
Packaging Tape Clear 48mm x 50m	20
Paper Clips 33mm silver	20
Paper Clips 50mm silver	20
30g Pritt	40
Heavy Duty DP800 Punch with adjustable paper guide	5
SCALE RULER 30cm	2
Plastic Rulers 30cm	20
No.56 Staples 5000(box) 20's box	1
Twines Single ply thick (500g)	2
Solid Plastic Bins 15 litre capacity	5
Trodat Printy 4727 Dater Stamps title (UMSOBOMVU *Municipality / Munisipalitiet	4
Trodat print –dater 4820	2
File Fastners-50sets	5
Stick 'n notes 76x76mm (100 sheets) assorted colours	20
DURACELL batteries 4x AAA	10
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55A HP TONER	2
Delivery to Colesberg	1

2. Quotations clearly marked “Printing & Stationery Toners /Cartridges Products” mentioned above must be submitted to the tender box of the municipality or emailed to [nhermanus@umsobomvumun.co.za](mailto:nhermanus@umsobomvumun.co.za) or Postal tenders to reach Umsobomvu Municipality, Private Bag X6, COLESBERG, 9795, not later than Tuesday 12:00 PM on 22 January 2020

Bidders must confirm delivery date, to the above mentioned address, if the bid is late, it will not be accepted for consideration.

Full contact details and address of the Supplier, plus Customer address to appear on a Quotation

Bidders will be adjudicated and awarded in terms of the Umsobomvu Procurement and Supply Chain Management Policy, the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and the regulations promulgated under this Act. This bid is subject to the General Conditions of Contract, GCC and, if applicable, any other Special Conditions of Contract.

Bids will be evaluated on the 80/20 Points basis, where 80 points will be allocated to price and 20 points allocated to preferential points.

**The following particulars must be furnished (Failure to do so may result in your Bid being disqualified).**

- A valid original Tax Clearance Certificate
- Latest CSD Summary report reflecting compliant status.
- Company Registration CK(CIPC)
- Certified copies of Identity documents (Directors)
- Valid certified evidence of B-BBEE accredited agencies / Sworn affidavit.
- Fill in the MBD 4 form that is obtained in the Umsobomvu municipality website.

**The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid if (a) the bid amounts received are too high; (b) the bids do not comply with the specific bid goals; or (c) objective criteria exist which justify or necessitate the non-acceptance of any bids.**

3. Quotations are to hold good for a period of 7 working days.

For further information please contact **Mr N. Hermanus** on 051 753077 during office hours.

**Date: 15/01/2020**

**MR AC MPELA (MUNICIPAL MANAGER)**