EHLANZENI
DISTRICT MUNICIPALITY

Date: 11 April 2019 **SCM 174 / 2018-19**

NOTICE

FORMAL WRITTEN QUOTATION ARE REQUESTED FROM SUITABLE SERVICES PROVIDERS: TO SUPPLY AND DELIVERY STATIONARY ITEMS.

Kindly furnish the district municipality with a formal written quotation for the services as stated above. See the specifications below. Quotes that not in line with the specifications or that are not complete will be disqualified. Also service providers must maintain the sequence of the attached specifications and the related description of items on their quotations, if not this will lead to a disqualification

The quotation must be submitted on the letterhead of your business and must be hand delivered to Ehlanzeni District Municipality offices at office no. ***N1 32, 8 Van Niekerk Street, Mbombela*** *on or before 10H00, on the 18th of April 2019.*

The following conditions will apply:

Pre-qualification criteria.

Only the following bidders are who have a minimum of level one for B-BBEE status level of contribution and being an EME or SQE in terms of regulation 4.1. of the amended PPPFA regulations.

Compulsory requirements for the submission of quotations:

- **Only suppliers that are registered on the Central Supplier Database will be considered for appointment. Please go to WWW.CSD.GOV.ZA to register before submission of quotations**
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- This invitation for quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000).
- Prospective service providers are required by law to complete the MBD 4 Declaration of interest) which must be completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.

NB: No quotations shall be considered from persons who are in the service of the state.

Please attach the following documents with the quotation:

- Certified BBBEE Certificate to obtain preference points.
- Bank letter with bank stamp not older than three months / a cancelled cheque - if the banking details are not verified on the CSD report
- Complete the declaration of interest form (Obtainable from SCM unit).

FOR TECHNICAL ENQUIRIES PLEASE CONTACT: LEONI ESPAG AT (013) 759 8577
FOR PROCUREMENT RELATED ENQUIRIES PLEASE CONTACT: SP KHUMALO AT 013 759 8573 OR SC THELA AT 013 759 8510.

Failure to comply with these conditions may invalidate your offer.

Regards,

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Supply Chain Management

Re-discover life

SPECIFICATIONS:

BK1	HARD COVER 192 PAGES 2 QUIRE BOOKS.	3	EACH
BK8	SHORTHAND NOTEBOOK A5 NO CENTER LINE	4	EACH
CB1	CLIPBOARDS	3	EACH
CP1	MONDI A4 PAPER WHITE	350	REAMS
CP26	TWO SHEET BOARD TOKAI (WHITE)	200	EACH
ENV6	C4 ENVELOPES 229X324MM A4 N/W	500	EACH
ENV9	C3 ENVELOPES 458X324MM A3 N/W	250	EACH
FC	FROSTED SHEETS CLEAR	100	EACH
FC1	FROSTED SHEETS BLUE	100	EACH
FC2	FROSTED SHEETS GREEN	100	EACH
FF1	FILE FASTENERS (BOX PACK 50)	6	BOX
FL1	BANTEX LEVER ARCH FILE A4 (70MM)	15	EACH
FL15	INDEX A4 DIVIDERS JAN - DEC	11	EACH
FL2	BANTEX LEVER ARCH FILE A4 (40mm)	5	EACH
FL23	INDEX A4 PLAIN DIVIDERS COLOUR BOARD PACK 10	35	EACH
FL36	POST-IT-FLAGS ASSORTED SIGN HERE 45X12MM	3	EACH
FL40	BANTEX QUOTATION FOLDERS A4	10	EACH
FL5	DOCUMENT WALLET TRANSLUCENT	3	EACH
FL8	INDEX A4 DIVIDERS A - Z	13	EACH
GP1	BOSTIK 100G PRESTIK	3	EACH
GP2	PRITT EXTRA LARGE 40G GLUESTICK	2	EACH
GP3	TRANSPARENT SELLOTAPE 24MMX66M	2	EACH
MES1	MEMORYSTICKS 32GB	7	EACH
MIS11	MEMO CUBES REFILL PAPER 90 X 90MM	2	EACH
MIS5	DISAFOIL-CLEAR BOOK COVER 10mX450mm	1	EACH
PC1	TRADITIONAL PENCIL HB110	3	EACH
PCL1	PAPERCLIPS SMALL 30MM	1	EACH
PCL2	PAPERCLIPS GIANT 78 MM	1	EACH
PI2	YELLOW POST-IT NOTES 73 X 73MM MEDIUM	4	EACH
PM	REXEL V235 HEAVY DUTY PUNCH 35 SHEETS/ 80GSM PAPER	2	EACH
PN10	PENTEL BALL PEN BK101 BLACK	28	EACH

PN11	PENTEL BALL PEN GREEN	1	EACH
PN12	PENTEL BALL PEN VIOLET	2	EACH
PN13	PENTEL BALL PEN PINK	1	EACH
PN14	UNIBALL EYE FINE BLACK	41	EACH
PN30	STABILO HIGHLIGHTERS ASSORTED	18	EACH
PN31	UNIBALL EYE FINE RED	3	EACH
RB20	HP PRO MFP M276NW -CF210A BLACK	2	EACH
RB33	SHARP CAL.ROLLER RIBBON EL1607	1	EACH
RB52	HP PROM277 201-CF403A MAGENTA	6	EACH
RB53	HP PROM277 201-CF401A CYAN	6	EACH
RB54	HP PRO277 201-CF400A BLACK	8	EACH
RB55	HP PRO277 201-CF402A YELLOW	6	EACH
RB71	HP PRO MFP M276NW -CF211A CYAN	2	EACH
RB72	HP PRO MFP M276NW -CF212A YELLOW	2	EACH
RB73	HP PRO MFP M276NW -CF213A MAGENTA	2	EACH
RB74	HP LASERJET CF410 A BLACK	6	EACH
RB75	HP LASERJET CF411 A CYAN	4	EACH
RB76	HP LASERJET CF412 A YELLOW	4	EACH
RB77	HP LASERJET CF413 A MAGENTA	4	EACH
ST10	STAPLE REMOVERS	3	EACH
ST4	REXEL AQUARIUS STAPLER	5	EACH
ST5	REXEL STAPLES NO 56	4	BOX
TN1	HP953XL BLACK	2	EACH
TN2	HP953XL CYAN	2	EACH
TN3	HP953XL MAGENTA	2	EACH
TN4	HP953XL YELLOW	2	EACH
TN41	HP LASERJET CB 540A BLACK	10	EACH
TN42	HP LASERJET CB 541A CYAN	7	EACH
TN43	HP LASERJET CB 542A YELLOW	7	EACH
TN44	HP LASERJET CB 543A MAGENTA	7	EACH