

LETSEMENG LOCAL MUNICIPALITY



REQUEST FOR QUOTATION: STATIONERY

Letsemeng Local Municipality hereby request a quotation on the following:

Description	Quantity
1. A4 Printing paper	100 boxes
2. Arch files	52
3. Highlighter 4pack	8
4. Staple remover	2
5. Cartridge Yellow 305A CE412A	2
6. Cartridge Magenta 305A CE413A	2
7. Cartridge Cyan 305A CE411A	2
8. Cartridge Black 305A CE410A	2
9. Attendance register A4 192page	30
10. Epson ERC 30/34BR Black Ribbon	12
11. Pritt	10
12. HP 131A Yellow toner CF212A	2
13. HP 131A Cyan toner CF211A	2
14. HP 131A Cyan toner CF211A	2
15. HP Cyan toner CF211A	2
16. HP Magenta toner CF211A	2
17. HP 131A Black toner CF211A	4
18. Hard cover books p192	20
19. Memory sticks 16GB	10
20. Scissors	8
21. Rulers	10
22. 21 XL Black ink Cartridge (cc641HE)	3
23. 22XL Colour ink Cartridge (CH564HE)	3
24. Prestick 100g	20
25. File dividers (A-Z) Bright Colours packs	30

(Handwritten signature)

26. Receipt rolls/Thermal rolls 76*76	300
27. Kangaroo punch 2hole Black	7
28. Court less mouse	3
29. HP 410A CF410A Black HP LaserJet Cartridge	4
30. HP 410A Cyan LaserJet	2
31. A3 Envelopes box	1
32. Pens	10
33. HP Laser Jet 410 Magenta	2

Placement Date: 19 July 2018

Closing Date : 25 July 2018

Duly completed quotation must be placed in a sealed envelope and clearly marked with the correct reference number and description for the attention of the Municipal Manager:

Letsemeng Local Municipality
P/BAG X 3
KOFFIEFONTEIN
9986

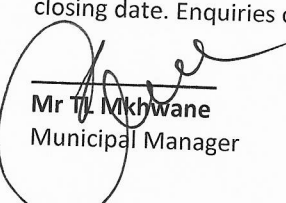
Quotation must be placed in the tender box strictly on or before 12H00, on the closing date as indicated above at the following address:

Reception Area (Ground Floor)
Letsemeng Local Municipality Offices,
7 Groottrek Street
Koffiefontein
9986.

Quotation must be submitted in the tender box as per the details above not later than closing date and time. Quotation received after the closing date and time; faxed; completed with erasable ink; incomplete or e-mailed will not be considered. **SANAS approved BBBEE, CSD REPORT, COMPANY'S REGISTRATION CERTIFICATE AND TAX CLEARANCE CERTIFICATE must be attached.**

The quotation will be evaluated in line with the approved Supply Chain Management Policy of the Municipality 80/20 preference point system in line with the Preferential Procurement Policy Framework Act and supply chain regulations.

The municipality is not bound to accept the lowest or any quotation and reserves the right to accept any quotation either wholly or a part thereof. Quotation should be valid for a period of not less than 90 days from closing date. Enquiries can be directed to the **Supply Chain Unit at 053 3300229** during office hours.


Mr T. Mkhwane
Municipal Manager