

LETSEMENG LOCAL MUNICIPALITY



REQUEST FOR QUOTATION: STATIONERY

Letsemeng Local Municipality hereby request a quotation on the following:

DESCRIPTION	QUANTITY
A4 Printing Paper	100
Cord less mouse	3
Transparent Binding covers (frost clear 180MIC)	20
Small stapler	5
HP 131A Black toner Cartridge CF210	5
HP 131A Magenta toner Cartridge CF312A	5
Sticky notes (sign here)	10
HP 131A Cyan toner (CF211A)	5
HP 131A Yellow toner (CF212A)	5
Sticky notes multi-colour	10

Placement Date: 11 JAN 2019

Closing Date : 17 JAN 2019

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 BBEE, CSD REPORT, COMPANY'S REGISTRATION CERTIFICATE, MUNICIPAL ACCOUNT NOT OWED FOR MORE THAN THREE MONTHS AND CERTIFIED TAX CLEARANCE CERTIFICATE must be attached.**

NB! DELIVERY DATE MUST BE INCLUDED ON THE QUOTATION.

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. L. Mkhwane
Municipal Manager