

Date of Advert: 10 August 2017



**EMADLANGENI MUNICIPALITY**

Dear Sir / Madam

**REQUEST FOR WRITTEN PRICE QUOTATIONS**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business not later than **Thursday, 17 August 2017 at 09H00**.

The quotation can either be hand delivered at **the reception area of Emadlangeni Municipal offices, 34 Voor, Utrecht**; OR faxed to: **034 331 4312, OR 086 457 5500** Email: [scm@emadlangeni.gov.za](mailto:scm@emadlangeni.gov.za) for the attention of the SCM Office.

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The following conditions will apply:

- 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.
- A firm delivery period must be indicated.
- Bidders must complete MBD4, 6.1, 8 and 9 forms obtainable from the municipal SCM office or Municipal Website and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database and Central Suppliers Database (CSD).
- Bidders must enclose the valid tax clearance copy and BBBEE certificate.

**NB: No quotations will be considered from persons in the service of the state<sup>i</sup>**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

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**Nombali Madondo**  
**Procurement Officer**  
**Tel: 034 331 3041**

## PRICING SCHEDULE

ITEM No.	DESCRIPTION OF GOODS /SERVICES <u>Supply and Delivery of Stationery for BTO</u>	QUANTITY
1.	A4 Lever Arch Files	150
2.	A4 Lever Arch Dust Cover	100
3.	Superb BK77-A 0.7mm Ballpoint Pens (Black)	30
4.	Pilot G-2 07 Ball Point Pens (Black)	30
5.	Clutch Pencil 0.5mm	20
6.	Pencil Leads 0.5mm	10
7.	43g Pritt	3
8.	Highlighters	20
9.	Permanent markers	5
10.	Box Paper clips 100mm	3
11.	Staple removers	10
12.	Scissors	5
13.	Slit binders (Small, Medium & Large)	50
14.	Ring binders (Small, Medium & Large)	50
15.	PVC Covers	20
16.	Box A4 Envelopes	1
17.	Rainbow Papers	100
18.	Box of A4 Paper	100
19.	Storage box transfer case (105mm x 390mm x 290mm)	100
20.	Epson Ribbon Toners (EPSON-LX-350) Ribbon code: 5015631	3
21.	Epson Ribbon Toners (E30/34/38)	12

**DELIVERY ADDRESS:**

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\*MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.