

Date of Advert: 04 September 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 **Monday, 11 September 2017 at 12H00**.

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 for the attention of the SCM Office.

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 stateⁱ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Nombali Madondo
Procurement Officer
Tel: 034 331 3041

PRICING SCHEDULE

ITEM No.	DESCRIPTION OF GOODS /SERVICES <u>Supply and Delivery of Stationery for Corporate Services</u>	QUANTITY
	Registry	
1.	Office paper puncher with scaling ruler	1
2.	Pritt Stick	2
3.	Lever Arch Files	20
4.	Pendaflex Esselte cabinet holder with paper labels	20
5.	Permanent Markers	2
6.	Pack/ream A4 backing boards	1
7.	Pentel superb black pens	5
8.	Boxes file fasteners	2
9.	Boxes A4 White Paper	2
10.	Archives Box (Tidy files Jumbo document storage with lid) For queries please contact Tholiwe Nkosi:0343313041	400
	Secretary	
11.	Boxes White A4 Paper	10
12.	Reams A3 White Paper	2
13.	Black Pens Pentel Super B 0.7mm	10
14.	A4 Lever Arch Files	20
15.	Examination Pads	20
16.	Memory Stick 32GB.	1
17.	12A HP Laser Jet cartridge toner	2
18.	384 pages A4 Counter books	4
19.	Calculator	1
20.	Box Envelopes Seal Easi 110mm x 220mm	1
21.	Stapler	1
22.	Box Staples	1
23.	Ruler For queries please contact Cherise Lens:0343313041	1
	Committee Officer	
24.	Memory Stick 32GB	1
25.	Boxes Superb 0.7 pens black	2
26.	Stapler with Staples	1
27.	Large Pritt	4
28.	Tippex Rapid Extra Coverage	2
29.	Heavy Duty Stapler with staples	1
30.	Rolls of string / rope for binding minute books	2
31.	Carpet Protectors	2
32.	384 pages A4 Counter books (Resolution Books)	2
33.	Delivery Books	2
34.	Boxes of Blue paper A4	2
35.	Boxes of White Paper A4	20
36.	Rack tray for putting in post or separating paper	1
37.	Buddi Box	1

38.	Paper Cube Holder with paper	1
39.	12A HP Laser Jet Cartridge (toner)	2
40.	Box File Fasteners	2
41.	Pkt 60mg hard paper dark green A4	1
42.	Mouse pad	1
43.	Boxes of white A4 envelopes For queries please contact Brenda Kiewiets:0343313041	2
44.	Receptionist Box Pens, Black (Pentell BK77) preferred	1
45.	BoxesNote paper, squares	3
46.	Stapler, Heavy duty	1
47.	Prestik	2
48.	Glue stick	3
49.	Ruler	1
50.	Letter trays For queries please contact Sylvia Ndlozi:0343313041	2
51.	Human Resource Officer Arch files	15
52.	Personal files	50
53.	Heavy duty stapler	1
54.	Stapler	1
55.	2 Quire Books	5
56.	Packets File Fasteners	5
57.	Alphabets stencils ruler	1
58.	Box envelopes A4	1
59.	Box Drawing pins	1
60.	Boxes Printing papers A4	5
61.	Chart of Basic Employment Conditions Act	2
62.	Chart of Employment Equity Act	2
63.	Chart of Occupational Health and Safety Act	2
64.	Packet Mounting tape	1
65.	Bostik	2
66.	Boxes staples	2
67.	packet Paper clips	5
68.	Marking pens	5
69.	Suspension Files	2
70.	Flip chart Board – Magnetic	1
71.	First Aid Kit x 5 offices	5
72.	Cube notice paper For queries please contact Nhlakanipho Mtshali:0343313041	2
73.	Legal Practitioner Boxes A4 White Paper	2
74.	Reams A3 White Paper	2
75.	Calculator	1
76.	Big Stapler	1

77.	Boxes Staples	2
78.	Boxes Paper Clips	4
79.	Lever Arch Files A4	10
80.	Sticky note pads For queries please contact Lindani Nkosi:0343313041	5
81.	IT Boxes Black Pens	2
82.	Boxes Printing Papers A4	4
83.	Stapler	1
84.	Boxes Staples	2
85.	Packets Sticky notes	2
86.	Staple remover For queries please contact Mandla Jele:0343313041	1

DELIVERY ADDRESS:

*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.