

# MOGALAKWENA MUNICIPALITY: NOTICE NO. 22/2010

## REQUEST TO SUBMIT QUOTATIONS Stores

The Mogalakwena Municipality hereby invites service provider to supply and deliver the following items.

### SPECIFICATION FOR STATIONERY

Quantity	Size	Description
100	EACH	BOOKS APPLICATION FOR LEAVE
230	EACH	BOOKS HARD COVER A4 192 PAGES
100	EACH	BOOKS POST IT NOTES 75 X 75
300	EACH	WHITE BOARD MARKERS
7	BOXES	ENVELOPES WHITE PLAIN S/S 110 X 220
10	BOXES	ENV B4 353 X 250 LARGE BROWN S/S
30	BOXES	FILES HANG BOX SUSPENSION FILE AT BANTEX
30	BOXES	FILES FOLDERS YELLOW REB M206 F
250	BOXES	COPY PAPER A4 80G WHITE
10	BOXES	COPY PAPER A4 80G SKYB UE
6	BOXES	COPY PAPER A4 80G IVORY
100	EACH	PENS ARTLINE P/MARK EK700 BLAC
100	EACH	PENCIL CLUTCH HTSHOT
40	CUBE	PENCIL LEADS 0.5
15	EACH	PUNCH CARL N070
50	EACH	RULERS PLASTIC 30CM
30	EACH	STAPLERS RAPID E8
6	EACH	NASHUA RICO FAX RICO 20001
50	EACH	HP 53A Q7553A P2015
10	EACH	HP 49A Q5949A 1320
10	EACH	EPSON FX 2190
10	EACH	HP 56 BLACK
6	EACH	HP 45A 51645A
6	EACH	HP 78 C6578D
6	EACH	HP LASERJET 23001 Q2610A
6	EACH	HP 56 BLACK C6656AE ABB
20	EACH	LENMARX 32 BLACK X5470
4	EACH	HP 96 A C4096A
6	EACH	HP 53A Q553A
40	EACH	HP 53 A LASERJET Q7553A
6	EACH	LEXMARK OPTRA E310 13T010T

20	EACH	LEXMARK X5470 33 COLOUR
25	EACH	LASER JET TONER EP.. A/06A
25	EACH	HP LASER JET 92275A
25	EACH	HP LASERJET Q7559A
25	EACH	LASERJET Q3960A BLACK
25	EACH	LASERJET Q3961A BLUE
25	EACH	LASERJET Q3962A YELLOW
25	EACH	LASERJET Q39663A RED
10	EACH	HP LASERJET C9730A
25	EACH	HP LASERJET C9731A
25	EACH	HP LASEJET C9732A
25	EACH	HP LASERJET C9733A
10	EACH	SAMSUNG SCX 4521F
10	EACH	HP LASERJET 1300 Q22613A
10	EACH	HP LASERJET Q5949A
25	EACH	HP LASERJET 2420M
25	EACH	HP TRICOLOUR CARTRIDGES 901
240	EACH	PENCIL HB
30	EACH	STAPLERS BANTEK 9343
300	EACH	CLIPS PAPER 33MM
120	EACH	PENS RED
140	EACH	TIPEX

**The following conditions shall apply:**

- **Quotations in sealed envelope must be submitted to the Supply Chain Management Unit (Mogalakwena procurement offices) between 07h30-16h30 (excluding between 13h00-14h00)**
- **Closing date for submissions will be Wednesday 24 February 2010 at 12h00.**
- **Quotations must be accompanied by Valid Tax clearance certificate; CK/Company registration certificate.**
- **Fixed prices must be valid for thirty (30) days.**
- **VAT must be levied by VAT registered suppliers only.**
- **Suppliers must be in a position to deliver within 14 days upon receipt of official order.**

**Quotations will be evaluated on an 80/20 point system. Whereas 80 points will be for price and 20 for preferential elements broken down as follows:**

- **HDI = 8**
- **WOMEN =5**
- **DISABLED = 2**
- **LOCALITY =5 (Within municipality =5; within Waterberg = 3; Within Limpopo = 1)**

**For further enquiries, please contact Mrs Schnettler Mart in the Procurement offices at 015 491 9733 or Ms Ragoasha Kgaugelo and Mr Masibe John in the Supply Chain Unit at 015 491 9731/3.**

**KEKANA S.W  
MUNICIPAL MANAGER**

**54 Retief street  
Mokopane 0600**