



## ADVERTISEMENT

ADVERT DATE: 26 NOVEMBER 2020  
CLOSING DATE: 04 DECEMBER 2020  
CLOSING TIME: 10H00

REQUEST TO SUBMIT QUOTATIONS NOTICE: 202/2020

### FINANCE DEPARTMENT: STORES

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

### SPECIFICATION FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES

ITEM NO.	DESCRIPTION	QUANTITY
1.	22G GLUE STICK	100
2.	STICK'N FILM INDEX 45X12MM 125 SHEETS/5PADS/PACK	300
3.	78MM METAL PAPER CLIP	200
4.	50MM BINDERS PAPER	200
5.	A5 HARD COVER BOOKS 128 PAGES	300
6.	A4 HARD COVER BOOKS 192 PAGES	300
7.	SELF - STICK NOTES 75X75mm 50PACK TYPE STICKN CUBE 3X3in/76X76mm 400 SHEETS/PAD DIFFERENT COLOURS	300
8.	A4 ARCH LEVER BOARD FILES	800
9.	DIFFERENT COLOURS HIGHLIGHTERS	200
10.	CLIC MDIUM BLACK BALLPOINT PEN	1200

11.	70 PERMANENT MARKER BLACK	100
12.	700 PERMANENT MARKER BLACK	100
13.	PENCILS	100
14.	45 X 5M CLEARSEAL DC FIX	100
15.	BL17 BLACK GEL 0.7MM BALL POINT PENS	2000
16.	SUPERB BALLPOINT PEN BK77 FINE	2000
17.	80MM FASTENER METAL PRONGS AND COMPRESSORS MADE OF TIN PLATED STEEL 50 SHEETS	1000

### The following conditions shall apply:

- Prospective Bidders should be registered on **Central Supplier Database (CSD)-Please submit with unique reference number and Supplier number**
- Quotations must be accompanied by:
  1. valid Tax clearance certificate; (Tax compliance status pin issued should also be attached for new tax clearance certificate issued)
  2. Company registration certificate, CK1, CK2 etc.
  3. ID Copies of the shareholders
  4. B-BBEE status level certificate from an accredited agency, auditors or accountants/Sworn Affidavits
  5. MBD 1, MBD 4, MBD 6.1, MBD 6.2 and MBD 8 and MBD 9 forms obtainable on the Municipal website [www.mogalakwena.gov.za](http://www.mogalakwena.gov.za) and procurement office (stores).
  6. Latest Municipal Account
- Quotation which are submitted in the **wrong box, faxed, e-mailed and submitted after the closing time** will not be considered.
- Exclusion of other items will cause a disqualification, all quotes must be prepared according to the specification
- Any alterations on the quotation must be initialed.
- Errors and/or omissions in technical specification of the offer, or the price calculations will disqualify your bid.
- No pricing option is allowed. Only one price for one brand must be supplied.
- Please indicate the brand which is quoted and that which will be delivered.
- Only locally produced or locally manufactured textiles, clothing, leather and footwear from local, raw material or input will be considered.
- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.

- SABS approved technical specification number SATS 1286:2011 will be used to calculate local content.
- All awards are subject to the user division confirming the sample.
- Only firm prices will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- 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 a 80/20 point system. Whereas 80 points will be for price and 20 for preference as per PPPFA 2000, BBBEEA 2003 and preferential procurement regulations 2011.
- **Quotation on company letterhead in sealed envelope written the notice number and/or description of service must be deposited in a quotation/notice box of Mogalakwena Municipality (Civic Center), 54 Retief Street, Mokopane, 0600 when all request for quotations will be opened in public in the old council chambers, on the ground floor.**

For enquiries and administrative enquiries please contact Supply Chain Management office at 015 491 9662/9731/9649

BS GUNQISA  
Municipal Manager  
54 Retief Street  
Mokopane  
0600