



# TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3  
BULTFONTEIN  
9670

Tel: 051 853 1111  
Fax: 086 539 3183  
E-mail: [loapep@tswelopele.org](mailto:loapep@tswelopele.org)

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION  
FWPQ 07 OF 2019/2020  
SUPPLY AND DELIVERY OF STATIONERY**

Formal written price quotations are hereby requested from competent and reputable service providers to provide:

- Stationery, Catridges and paper.

Specifications as follows:

QTY	DETAILED DESCRIPTION / SPECIFICATION
	HP Color LaserjetPro MFP M477fnw 5x CF410A 3X CF411A 3X CF412A 3X CF413A
10	CE285A HP 1102
100 boxes (500)reams	White Photocopying paper
150	Lever Arch Files
30	Pentel 0.5 Black Pens
30	Pentel 0.5 Blue Pens
30	Pentel 0.5 Red Pens
60	Bic Crystal blue Pens
60	Bic Crystal black Pens
60	Bic Crystal Red Pens
20	HB Pencils
20	Marker 700 (Black)
20	Exam Pads

20	Correction Pens (tip – ex)
10	Post it Pads (small)
10	Post it pads (Medium)
10	Post it pads (Large)
10	Staplers( normal office size)
20	Staples ( 26/6)
1 Box	Rexel staples Heavy duty No 23.8mm No 23.13mm No 23.17mm No 23.20mm No 23.24mm
15	Paper Clips (33mm)
15	Paper Clips (70/77mm)
20	Calclators Rolls (57mmx57mm)
15	Metal Fastners
20	Staple Removers
5 Boxes	A4 White Envelopes
5 Boxes	DL White Envelopes
20	Highlighters
15	Erasers
20	CD – Re-writable
20	DVD – Re-writable
1	Tswelopele Local Municipality Official Stamp
1	Tswelopele Local Municipality Received Stamp
1	Tswelopele Local Municipality Attention Stamp

All quotations must be faxed to 086 539 3183, or e-mailed at [loapep@tswelopele.org](mailto:loapep@tswelopele.org) not later than Thursday, **15<sup>th</sup> of August 2019** before **12H00**.

**The following terms and conditions shall apply:**

1. Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.

2. Delivery to be made at Head office in Bultfontein
3. Bids will be evaluated in terms of the preferential Procurement Policy Framework Act using (80/20). Allocation will be 80 preference points for price and 20 preference Points for B-BBEE.
4. The Relevant MBD 4 forms **must** be completed and submitted with the quotation, which can be downloaded from the municipality's website [www.tswelopele.gov.za](http://www.tswelopele.gov.za)
5. Bidders **must** submit a Valid Tax Clearance Certificate or an authorised PIN obtained at SARS.
6. Bidders are required to, together with their quotations submit a copy of a valid **B-BBEE certificate** to substantiate their B-BBEE rating claims. Exempted Micro Enterprise must submit a certificate issued by registered accounting officers with a practice number or a sword Affidavit.
- 7. Suppliers should be registered with Centralised Suppliers Database with National treasury and MAAA number must accompany a quotation.**
8. Prices on quotations must be valid for 30 (thirty) days from the closing date.
9. Non-adherence to any of the conditions may lead to your quotation not to be considered.
10. Council reserves the right to not make an appointment on an advertised request for quotation.

SCM related enquires to be directed to **Mrs. Puseletso Loape** at **051 853 1111**

**Municipal Manager**

**08-08-2019**

**MRE Mogopodi**