

Bid No: SCM 53/2024/25

Supply Chain enquiries: 016 973 8740/44

Date: 25th of March 2025

Request for formal Written Quotation

Kindly furnish Metsimaholo Local Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF STATIONERY ON AS AND WHEN REQUIRED BASIS.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from Supply Chain Management Unit, Finance Building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your company and must be delivered not later than the **2nd of APRIL 2025 before 11H00AM** in the tender box located at Metsimaholo Local Municipality, First Floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Service provider** must submit **municipal rates and taxes statement on the company name** that is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

General Conditions are available on the Municipal website for your information. Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloung
Municipal Manager

SPECIFICATIONS

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF STATIONERY ON AS AND WHEN REQUIRED BASIS.

NO:	DESCRIPTION
1	Box of erasers (30)
2	Box of Pencils (100) (Pencils steadtler HB)
3	Box of black pens (60) - (BIC Crystal 0.1)
4	Pilot Super Grib (Fine & Medium)
5	Scissors (Office & Hoppy 210mm)
6	Arch lever files (small)
7	Puncher (Medium)
8	Office Stapler 105mm x 183mm (30-sheets) (red/blue)
9	Heavy Duty Stapler(2-140 sheets)
10	Heavy Duty Stapler(25-100 sheets)
11	Ruler clear (30cm)
12	Catiga Calculator 12 Digit (large visible digits and a raised screen display)
13	Trefoil Calculator 12 Digit Desktop
14	Scientific calculator
15	Metal Desk File Holder/Organizer Document Tray
16	Brown Packaging Tape Buff 48mm x 50m
17	Clear Packaging Tape Buff 48mm x 50m
18	Sellotape Clear 12mmx66m Large Core 6 Pack
19	Packet of pop-up flags Assorted 45x12mm - 200 per pad
20	Pop up flags (sign here) (5 in 1) 45x12mm 5 x 150 sheets
21	PVC Arch lever file A4 10 Pack
22	A4 Divider PVC 140 Micron Numbered 1-31
23	Fingerette rubber size 00
24	File ring reinforcements PVC (14mm) (250 rings)
25	Spiral Notebook A5 140 Pages 148mm x 210
26	Glue stick pritt (43g)
27	Staplets Size: 23/6
28	23/8
29	23/10
30	23/13
31	23/15
32	23/17
33	A4 Cardboard paper (Assorted colors) (10's)
34	Metal mesh clip & pen holder with drawer (silver)
35	Metal punch 20 sheet (Silver)
36	Heavy duty puncher 150 sheet
37	Mini Claw Staple remover
38	Heavy duty staple remover
39	2 Tub key rings lestat assist
40	Paper clips 33mm (pkt/100)
41	Flat files A4m pack of 10

42	Tipp-ex fluid white 20ml
43	Pen highlighters 4 pack (green, orange, pink, yellow)
44	File Fasteners 80mm pack of 50
45	Plastic Pockets A4 100 pack
46	Permanent markers (Black) box of 10
47	White board markers box of 10
48	Correction tape 4mm x 6m
49	Correction tape refill
50	Envelopes dlb Man/window 100 pack
51	Tinted Paper yellow
52	Tinted Paper pink
53	Neon cube pen holder 76 x 76mm 400 Sheets/Cube
54	Desk drawer filing system 6 divider white
55	PVC Binding Covers A4 150 micron - 100 pack
56	Hardboard paper A4
57	Book Hard-Cover A4 192-Page 2-Quire
58	Exam pads A4
59	Bostik 100g
60	Heavy Duty File Folders – Rainbow Assorted Folders pack of 100
61	Diaries - A4 & A5
62	Memo cubes refill 500 sheets (100 x 100mm)
63	Steel Memo cubes holder
64	Welded Metal Pen holder
65	Shorthand notebook
66	CGS Stamp 4912
67	Supply Chain Management Stamp
68	Supply Chain Management Received Stamp
69	Human Resources Received Stamp
70	Human Resources Recommended Stamp
71	Records Received Stamp
72	Office of the Speaker Received Stamp
73	Office of the Speaker Dispatch Stamp
74	Office of the Executive Mayor Received

Bidders are required to furnish the municipality with the above stationery or an equivalent to them.