



## **RFQ010/2014 Stationery**

### **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

You are hereby invited to submit 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 and can be delivered by hand not later than **20 January 2014** to:

**Civic Centre, Botha Street No. 44, Modjadjiskloof, 0835.**

#### **The following conditions will apply:**

- ✓ Price(s) quoted must be valid for at least (30) days from date of your offer.
- ✓ Price(s) quoted must be firm and must be inclusive of VAT if the company is registered for VAT.
- ✓ A firm delivery period must be indicated.
- ✓ This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act and for this purpose the enclosed forms MBD2, MBD 4 & MBD6.1 must be scrutinised, completed and submitted together with your quotation.
- ✓ The successful provider will be the one scoring the highest points.

#### **LIST OF RETURNABLE DOCUMENTS**

1. Original valid tax clearance certificate from SARS.
2. Copy of company registration certificate
3. Valid BBBEE status level certificate
4. Recent proof of payment for water and lights (not older than three months) / recent proof of residence from Traditional Authority / valid lease agreement accompanied by proof of payment for municipal rates and taxes of the lessor.
5. Certified ID copies of owners.

NB: Certification on the documents should not be older than three months. Bidders will be disqualified for failure to submit any of the returnable documents listed above (with the exception of BBBEE status level certificate). No quotations will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer.

Kind regards

Mashaba T.G  
Municipal Manager

# GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,

SPECIFICATION		
DESCRIPTION	QUANTITY	AMOUNT
Ricoh Toner mp200(DSM615)	10	
HP LaserJet 278A	5	
HP Cartridge 8767-130	10	
CB 335HE – 140	10	
HPQ 6473A – Magenta	2	
HPQ 6472 – Yellow	2	
HPC 9363 HE – 134	10	
HPC Cartridge – 135	10	
Giant Staplers	5	
Tally bond 2ply	10	
A4 Soft Colour P/copy papers (assorted)	40	
Cardboard yellow - Reams	10	
Cardboard Blue – Reams	10	
Cardboard Buff – Reams	10	
A4 Two Quire Counter Books	20	
Window Envelopes 220 x 110mm	20	
LaserJet 131A CF212A	5	
Calculators 12 digits	10	
Staples Rexel 26/6	20	
Artline Pen Black	50	
	<b>SUB-TOTAL</b>	
	<b>VAT</b>	
	<b>GRAND TOTAL</b>	

Enquiries: **Pheeha P.T** at 015 309 9246/7/8

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