

GREATER LETABA MUNICIPALITY

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



RFQ012/2013 STATIONERY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with 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 either be faxed or delivered by hand not later than **27 June 2013** to:

Supply Chain Management Office 115, Civic Centre, Botha Street

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

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SPECIFICATIONS FOR STATIONERY

QUANTITY	DESCRIPTIONS
6	TONER PHOTOCOPY 1230D
5	INK CARTRIDGE C7115A
3	INK CARTRIDGE C9720A(BLACK)
3	INK CARTRIDGE C9721 A (CYAN)
3	INK CARTRIDGE C9722 A (YELLOW)
3	INK CARTRIDGE C9723 A(MAGENTA)
10X100	CLEAR SHEETS A4
6	CARTRIDGE HPC 8766H-130 COLOUR
10	CARTRIDGE HPC 8767-135 BLACK
6	TONER CARTRIDGE HPQ 5942 A
4	TONER CARTRIDGE Q6470 A (BLACK)
4	TONER CARTRIDGE Q6471 A (CYAN)
4	TONER CARTRIDGE Q6472 A(YELLOW)
4	TONER CARTRIDGE Q6473 A(MAGENTA)
6	HPCB 335 HE 140 BLACK
6	HPCB 337 HE 141 TRI COLOUR
5	L/JET CARTRIDGE HPCB 540 (BLACK)
5	L/JET CARTRIDGE HPCB 541 (CYAN)
5	L/JET CARTRIDGE HPCB 542 (YELLOW)
5	L/JET CARTRIDGE HPCB 543 (MAGNETA)
200	LEVER ARCH FILES A4
20	BOOKS HARD COVER A4
40	RUBBER BAND NO 34
2500	ROTATRIM REAMS PAPERS(500 BOXES)
20	STAPLES REXEL 26/6
20	ERASER PENCIL
10X100	CARDBOARD REAM A4(BLUE)10X100 SHTS
10X100	CARDBOARD REAM A4(BUFF)10X100 SHTS
10X100	CARDBOARD REAM A4(YELLOW)10X100 SHTS
10X100	CARDBOARD REAM A4(GREEN)10X100 SHTS

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40	PEN ARTLINE
10	STAPLE REMOVER
20	STAPLER 26/6 REXEL FULLSTRIP
50	FILE DIVIDER A4 PVC PLAIN
10	CALCULATORS 12 DIGITS
50	HYBRID PENS BLACK
02	JD 55 DUPLICATE
06	AFRICIO MP2000 TONER
04	CARTRIDGE 305A CE410A(BLACK)
04	CARTRIDGE 305A CE411A(CYAN)
04	CARTRIDGE 305A CE412A(YELLOW)
04	CARTRIDGE 305A CE413A(MAGNETA)
05	LASER CARTRIDGE HPCE 505A(BLACK)
05	LASER JET 285A
04	CARTRIDGE HPCE 311A
05	CARTRIDGE HPCE 312 A
05	131 CF 212A CARTRIDGE(YELLOW)
05	HP PRO 200 CARTRIDGE(COLOUR)
05	HP PRO 200 CARTRIDGE(BLACK)
05	TONER LASER JET PRO 400 MFP
10	HP 9363 HE-134

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