

MODIMOLLE-MOOKGOPHONG LOCAL MUNICIPALITY



REQUEST FOR QUOTATIONS

Modimolle-Mookgophong Local Municipality is hereby inviting all suitable qualified Service Providers to submit quotations for the following specifications:

SUPPLY ANF DELIVERY OF STATIONERY

	DESCRIPTIONS	QTY
1.	16GB USB MEMORY STICK	12
2.	RED PENS	12BOXES
3.	BLACK PENS BLACK PENS(CLICK) BLACK PENS(YELLOW)	20BOXES 10BOXES 15BOXES
4.	0.7 INK RETRACTABLE PEN	3 BOXES
5.	2 HOLE PUNCH BLACK 63 SHEETS	2
6.	STAPLER	16
7.	HALF STRIP METAL STAPLER	16
8.	2 HOLE 25 SHEET PUNCH	16
9.	METAL HEAVY DUTY STAPLER BLACK(100 SHEET)	6
10.	HARD COVER BOOK 2 QUIRE A4 192PG-FEINT & MARGIN	5
11.	HARD COVER BOOK 3 QUIRE A4 288PG-FEINT & MARGIN	5
12.	POP UP PRINTED SIGN HERE FLAGS (50 SHHETS PER PAD)	10
13.	CASIO SCIENTIFIC CALCULATOR -FX 82ES PLUS-2	14
14.	BLACK PERMANENT MARKERS	5 BOXES
15.	RED PERMANENT MARKERS	1 BOX
16.	BIG SCISSORS	16
17.	GLUE STICK PRITT 43G	32
18.	TWISTER HIGHLIGHTERS ASSORTED	17
19.	PRESTICK/TACK 100G(BOSTIK)	6 PACKETS
20.	ADHESIVE STICKY NOTES ASSORTED COLOURS 76X76MM (100 SHEETS) PACK OF 12	20
21.	100X100MM COLORED MEMO CUBE REFIL	7
22.	STAPLE REMOVER	32

23.	HEAVY DUTY STAPLER REMOVER	7
24.	COLOUR FOLD BACK PAPER CLIPS: 15MM(TUB OF 60) 19MM(TUB OF 40) 25MM(TUB OF 48) 32MM(TUB OF 24) 41MM(TUB OF 24) 51MM(TUB OF 12)	 8 5 5 8 5 5
25.	EXTRACT -IT STABLE REMOVER	3
26.	A4 PAPER 80GSM 500 SHEET GREEN YELLOW,PINK, AND ORANGE	2 5
27.	HARD PAPER A4 80GSM-YELLOW	2
28.	LARGE PAPER CLIPS 33MM BOX OF 100	10
29.	HEAVY DUTY PAPER STAPLE REMOVER	4
30.	30CM RULERS	6
31.	WIRELESS MOUSE	8
32.	MULTI-COLOURED PAPER NOTEPAD	10
33.	MOUSE PADS	9
34.	UNIBALL 157 BLACK	2 BOXES
35.	PONTEED BLACK PEN	10
36.	30 CM RULER	10
37.	BIG STAPLES 23/15	2 BOXES
38.	SMALL STAPLES 26/6	5 BOXES
39.	RUBBER BANDS 9CM	20 BOXES
40.	BIG SELLOTAPE CLEAR SELLOTAPE 50MM	2 5BOXES
41.	HIGHLIGHTERS	10PKT
42.	CLIPS (FEMALE/MALE)	3 BOXES
43.	TOSHIBA EXTERNAL HARDRIVE 500GB 2.5	5
44.	2HB PENCILS	10PKT
45.	SCALE RULER	3
46.	STAPLERS 26/6	40 BOXES
47.	RED PENS(CLICK)	5BOXES
48.	STAMP PAD BLACK INK	5 BOXES
49.	PLASTIC MONEY BAGS SMALL	10 BOXES
50.	CALCULATORS TREFOIL 4613	10

The following conditions will apply:

- Price(s) quoted must be valid for at least ninety (90) days from the day of your offer and be according to specification.
- Price(s) quote must be firm and inclusive of VAT (if VAT Registered)
- Company registration certificate showing percentage of shareholders e.g. CK1, CK2 etc. must be attached
- Valid Tax Clearance or Pin must be attached.
- CSD Full Report
- In case of a Joint Venture, a Joint Venture agreement must be attached
- Municipal Rates and Taxes not in arrears for more than 3 months or lease agreement together with the proof of rates and taxes of the leased property must be attached.
- Quotation will be evaluated in accordance with Modimolle-Mookgophong Local Municipality SCM policy and PPR 2022 80/20 points system
- Certified copies of B-BBEE/EME status level certificate or signed certified sworn affidavit must be attached (for points allocation)
- MBD 4, 8 and 9 forms be completed and fully signed.
- Service Providers must be registered on the **Central Supplier Database and must attach the registration confirmation.**
- Delivery in and around the MODIMOLLE- MOOKGOPHONG LOCAL MUNICIPALITY jurisdictions

NB: MBD forms are available on Modimolle-Mookgophong Local Municipality's website www.mmlm.gov.za , no forms will be issued from SCM offices.

THE LOWEST QUOTATION / PRICE DOES NOT MAKE YOU ELIGIBLE FOR APPOINTMENT

Quotations marked **SUPPLY AND DELIVERY OF STATIONERY** must be deposited in the Tender Box of Modimolle-Mookgophong Local Municipality, OR Tambo Square, Harry Gwala Street, Modimolle before the closing date and time. The closing date for submission is **Thursday, 24 October 2024 @ 11h00**. Failure to comply with conditions may invalidate your offer. Any quotation received after the closing date and time will not be considered.

All Supply Chain Management queries must be directed to **Ms T M Mohale @ 014 718 2022** or mohalet@modimolle.gov.za. Queries regarding specification must be directed to **Mr S Makwaana @ 014 718 2073** or makwaanas@modimolle.gov.za during office hours.

NB: Only quotations deposited in the box will be accepted.



N.B. Thobela
Municipal Manager

Notice no: 158/10/2024 – 17/10/2024