

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 AND DELIVERY OF STATIONERY

	DESCRIPTIONS	QTY
1.	16GB USB MEMORY STICK	25 BOXES
2.	RED PENS	3BOXES
3.	GREEN PENS BLACK PENS	1 BOX 10 BOXES
4.	3 QUIRE NOTEBOOK	24
5.	2 HOLE PUNCH BLACK 63 SHEETS	4
6.	STAPLER	4
7.	BLINDER CLIPS 3(41MM)X2(32MM)	5 BOX
8.	2 HOLE 25 SHEET PUNCH	2
9.	METAL HEAVY DUTY STAPLER BLACK(100 SHEET)	2
10.	PENCIL ERASER	10
11.	2HB PENCILS	7 BOXES
12.	POP UP PRINTED SIGN HERE FLAGS (50 SHHETS PER PAD)	24
13.	MINI DESK CULCULATOR 12 DIGIT	4
14.	BLACK PERMANENT MARKERS	10 BOXES
15.	RED PERMANENT MARKERS	BOX
16.	SCISSORS	4
17.	GLUE STICK PRITT 43G	24
18.	TWISTER HIGHLIGHTERS ASSORTED	34 BOXES
19.	PRESTICK/TACK 100G(BOSTIK)	9 BOXES
20.	ADHESIVE STICKY NOTES ASSORTED COLOURS 76X76MM (100 SHEETS) PACK OF 12	20
21.	NOTEBOOK 192 PAGES	7
22.	STAPLE REMOVER	6
23.	FILE FASTENERS (80MM)	6

24.	MESSAGE NOTEPAD HOLDER MESSAGE NOTEPAD PEN HOLDER(1 PINK)(1BLACK) IN&OUT COMING MAIL TRAY(3PINK)(3BLACK) POCKET PLASTIC FILE EXTENSION CORD 10M EXTENSION CORD 5M CLICKBOARD	2 10 2 6 4 BOXES 1 2 2
25.	TIPEX	1 BOX
26.	A4 PAPER 80GSM 500 SHEET ,PINK, AND OCEAN	4 EACH
27.	FILE DIVIDERS	10 PACKS
28.	LARGE PAPER CLIPS 33MM BOX OF 100	6
29.	HEAVY DUTY PAPER STAPLE REMOVER	4
30.	30CM RULERS	15
31.	NOTICEBOARD PINS	4 BOXES
32.	MULTI-COLOURED PAPER NOTEPAD	10
33.	RULERS	15
34.	CORRECTION PENS	2 BOXES
35.	MULTIPURPOSE PRESTICK,REUSABLE STAEDLER	12
36.	30 CM RULER	10
37.	BIG STAPLES 23/15	2 BOXES
38.	SMALL STAPLES 26/6	6 BOXES
39.	MULTI PLUG 10 WAY	1
40.	GIANT PUNCHER	2
41.	A4 EXERCISE BOOK	10
42.	SELLOTAPE 50M	3
43.	A4 ENVELOPE(2BROWN)(2WHITE) A5 ENVELOPE	4 BOXES 2 BOXES
44.	OFFICE BIN	2
45.	A4 DOCUMENT WALLET FILE (CLIP FILE)	1
46.	SHARPENER 2HOLES	3
47.	A4 COLOURED PAPERS(RED,YELLOW,BLUE,PINK)	4 BOXES
48.	BOARD FILE DIVIDERS	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 **Wednesday, 13 August 2025 @ 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.



M P Shika
Acting Municipal Manager

Notice no: 66/08/2025 – 04/08/2025