



Date of advert: 18/09/ 2020

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/033/20-21

Dear Sir / Madam

REQUEST FOR 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 quoting the abovementioned quotation number not later than **Friday, 25 September 2020 at 12H00**.

The quotation can either be hand delivered in a sealed envelope marked with the quotation number to: **The Quotation Box situated at the reception area of Nquthu Municipal offices, Lot 83/2 Mdlalose Street, Nquthu; OR** faxed to: **034 271 6148** for the attention of the SCM Office.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must complete MBD4 (**Declaration of Interest**) **MBD 6.2 local content** form obtainable from the municipal SCM office, **B-BBEE** and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database.
- This advert is in terms of Local production and content.
- Quotations between **R30 000** and **R200 000** will be evaluated using **80/20** preferential system.

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Tel: 034 271 6184
mmkhoza@nquthu.gov.za

PRICING SCHEDULE

ITEM No.	DESCRIPTION OF GOODS /SERVICES	CODE	QUANTITY
	SERVICE PROVIDER TO SUPPLY AND DELIVER		
	SPECIFICATION		
	Arch lever files PVC (10 in a Box)		02 Boxes
	Heavy duty stapler		02
	Fold back clips- 55mm		03 Boxes
	Fold back clips-32mm		03 Boxes
	Ball pens (black) 60's		05 Boxes
	Two hole file fasteners 80 mm box of 50		02 Boxes
	File Divider_ plain		10 Packs
	Pencils		10
	Ruler		06
	Sticky notes pad yellow 3x3 / 76 x76mm 100 sheets / pads		05
	2 Quire		06
	NB: Please attach or indicate your company CSD number on your quotation.		

i * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.