

Date of advert: **09 November 2020**



NQUTHU MUNICIPALITY UMASIPALA WASE NQUTHU

QUOTATION NUMBER: SCM/0146/2020-21

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 above mentioned quotation number not later than **Monday, 16 November 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**) form, MDB 6.2 (**Local Content**), **MBD 9** obtainable from the municipal SCM office, **B-BBEE** and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database.
- 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 state¹

¹ * 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);

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Tel: 034 271 6108
mbkhanye@nquthu.gov.za

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- (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) An employee of Parliament or a provincial legislature.

PRICING SCHEDULE

ITEM No.	DESCRIPTION OF GOODS /SERVICES	QUANTITY
	Request service provider to supply and deliver the following items	
	Specification :	
	<ol style="list-style-type: none"> 1. Lever Arch files 20's x 34 boxes 2. 50 mm Spine, Mini Lever Arch files 10's x 2 boxes 3. File dividers Pack of 10 (Jan - Dec) x 54 packs 4. File dividers Pack of 10 (Numbers) x 10 Packs 5. File dividers Pack of 10 (Alphabetical) x 5 Packs 6. File divider-Blank pack of 10 x 20 packs 7. Post it notes (Pack of 6) x 79 units 8. Small different colours sticky notes X 8 units 9. Ink for stamps Red and 1 x 10. Ink for stamps (Black) x 21 11. Staples (26/6) x 71 boxes 12. Delux C-15 Stapler (Take 26/6/8 Staples) x 24 13. Highlighter Pack of 6 X 10 (different colours) 14. Clear Sellotape x 17 units 15. Clear Tape (Burb Tape) x 3 Boxes 16. Scissors x 12 17. Pencils X 69 18. Black Pens x 19 Boxes 19. Blue Pens x 20 20. Red Pens x 8 21. Rexel Heavy duty staplers X 11 (with a capacity of up to 200 sheets) 22. Giant staples: <ul style="list-style-type: none"> ● 23/12 x 4 Boxes ● 23/14 x 4 Boxes ● 23/17 x 4 Boxes 23. A4 white papers x 187 boxes 24. A4 Brown Envelopes x 17 Boxes 25. DBL envelopes x 5 boxes 26. A5 envelopes x 5 boxes 27. A4 blue papers x 11 boxes 28. File fasteners pack of 50 x 14 29. Glue Sticks x 24 30. Prestik x 29 31. Kanex TM 800 Punchers x 15 (Standard) 32. Page Markers x 12 33. Penflex 6 drawer Tower x 1 box 34. Rexel HD 2300 2 holes Giant Punchers x 9 (with a capacity of up to 300 sheets) 35. Erasers x 10 36. Flag tapes x2 37. Staple Removers x 11 	

	<p>38. Pen holders x 8</p> <p>39. Mini tap flag x 6 boxes</p> <p>40. Counter Book 2 Quire x 30</p> <p>41. Pocket File Pack of 10 x 5</p> <p>42. Clipboards x 10</p> <p>43. 18 Litre Mesh Steel Desk Waste Bins x 7</p> <p>44. Tidy Files x 5 Boxes</p> <p>45. Photo cutter (ID Size Photo) x 3</p> <p>46. Red Tape x 4 Boxes</p> <p>47. Storage Boxes x 5</p> <ul style="list-style-type: none"> ● Double walled cardboard for extra durability ● Size: 460L X 340W X 250D ● Colour: Kraft <p>48. Counter desk pens (Black) x 30</p> <p>49. Hard paper X 2 Rim</p> <p>50. Erasable white board markers X 3</p> <p>51. Archive box x 150</p> <p>52. Kleen print Ink pad (thumb print) x 20</p> <p>53. Paper Trays (Triple Tray Desk Organiser)</p> <p>54. Post-it Flags [Sign Here] x 5 Packs</p> <p>55. Post- it Mini Flags [11.9 x 43.2 mm] – Assorted Colours x 5 Packs</p> <p>56. A4 PVC Cover (Pack of 100) x 1</p> <p>57. Paper Binding metal clips – 41 mm x 1 pack</p> <p>58. Slide Paper Binder -200's x 1 pack</p> <p>59. Slide Paper Binder -40 's x 1 pack</p> <p>60. Storage Office Desk Organiser x 2</p>	

DELIVERY ADDRESS: Nquthu Municipality Stores.