



MALUTI-A-PHOFUNG MUNICIPALITY MASEPALA wa MALUTI-A-PHOFUNG

NOTICE NUMBER: SCM/FS21/2012/2013

Date: 25th February 2013

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Maluti - a - Phofung Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

SUPPLY AND DELIVERY OF STATIONERY

- **Detail Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from Supply Chain Management Unit Office at R 100.00.**

The quotation must be placed submitted on the letterhead of your business and can be delivered by hand not later than the **04th MARCH 2013 before 14h00 to: Supply Chain Management Unit Office of Maluti - a - Phofung Municipality (Phuthaditjhaba) Bid box "C"**.

The following condition will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- Prices quoted must be firm and should clearly indicate whether price is vat inclusive or vat exclusive.
- NB: Please indicate the period of delivery on your quotation which should be regarded as binding if you win this award.
- **For all transaction exceeding R 30 000.00 your Valid original tax clearance certificate must be attached.**
- **Certified copy by (SAPS)** of company registration reflecting equity owned by the members must be attached.
- **Must complete the municipal rates and taxes clearance form in order for the quotation to be considered.**
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the Preferential Procurement Policy framework Act No 5 of 2000 and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 6.2 MBD8 & MBD9 must be scrutinized, completed and submitted together with your quotation.

WORK TO SERVE

**Cnr Moremoholo & Motloung Streets, Setsing Business Centre Phuthaditjhaba
Private Bag X805, Witsieshoek, 9870. Tel: 058 718 3700. Fax: 058 718 3773/5/6/7**



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POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ B-BBEE STATUS LEVEL CONTRIBUTION	20

NB: No quotation will be considered from persons in the services of the state.

Failure to comply with these conditions may invalidate your offer.

Yours Faithfully

J. MATLAKALA
Acting Chief Financial Officer

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SPECIFICATION: STATIONERY

<u>Number</u>	<u>Quantity</u>	<u>Description</u>	<u>Price per Unit including</u>	<u>Total Price</u>
1.	1000	File dividers		
2.	1000	Arch Lever Files		
3.	1000	Folder Flat Files		
4.	200	Frosted Sheet PVC		
5.	1000	Message Pads		
6.	1000	Rubber Bands		
7.	1000	Paper Clip 30mm		
8.	500	CD-Rewritable		
9.	50	Staples Large		
10.	1000	Staples Small		
11.	100	Staple Remover		
			SUB TOTAL	
			VAT @ 14%	
			GRAND TOTAL	

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