



SEKHUKHUNE
District Municipality

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PUBLIC NOTICE: SK-8/2/1-36/2017/2018

IN TERMS OF SEKHUKHUNE DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY, QUOTATIONS ARE HEREBY INVITED FROM ELIGIBLE AND INTERESTED COMPANIES, CONSORTIUM OR JOINT VENTURES TO SUPPLY AND DELIVERY OF STATIONERY.

Item	Description	Quantity
	SUPPLY AND DELIVERY OF STATIONERY: SPECIFICATIONS	
01	A4 HARD COVER YELLOW	3,00 PACK
02	BOSTIC CLEAR 25ML	10,00 EACH
03	CROXLY PENCIL	20,00 BOX
04	A3 ENVELOPES	1,00 BOX
05	ERASER	5,00 EACH
06	EXAM PAD	50,00 EACH
07	FILE DIVIDERS (ALL COLOURS)	20,00 EACH
08	A4 HARD COVER BLUE	3,00 PACK
09	HEAVY DUTY PUNCTURE	15,00 EACH
10	HEAVY DUTY STAPLER	10,00 EACH
11	HIGH LIGHTER (ALL COLORS)	80,00 EACH
12	A4 2 QUIRE NOTE BOOK	55,00 EACH
13	PAPER CLIP (BIG)	15,00 BOX
14	PENCIL SHARPNER	10,00 EACH
15	PEN BLACK BIC	15,00 BOX
16	PEN RED BIC	5,00 BOX
17	PILOT BL-G2-5 PEN BLACK	15,00 BOX
18	PILOT BPS F/M BALL POINT BLACK PEN	15,00 BOX
19	PLIER STAPLER	10,00 EACH
20	HEAVY DUTY STAPLE REMOVER	15,00 EACH
21	BOSTIC 100G	15,00 EACH
22	RUBBER BAND (BIG)	15,00 BOX
23	SCISSORS (BIG)	15,00 EACH
24	STAPLE REMOVER	15,00 EACH
25	TWO HOLE PUNCTURE (NORMAL)	10,00 EACH
26	FROSTED SHEETS (ALL COLORS)	5,00 PACK
27	DLB-05 ENVELOPES	2,00 BOX
28	REXEL STAPLER 26/6	20,00 EACH
29	REXEL STAPLES 26/6	40,00 BOX
30	SELF ADHENSIVE MESSAGE PAD	150,00 EACH
31	FOLDER FILES	20,00 EACH

32	CLIP BOARD	10.00	EACH
33	PILOT G2-10 BLUE PEN	3.00	BOX
34	PILOT G2-10 RED PEN	3.00	BOX
35	SUSPENSION FILES	20,00	EACH
36	RUBBER BAND PREMIUM	20.00	BOX
37	PEN HOLDER ASSORTED COLOR	5.00	EACH
38	A4 HARD COVER RED	5.00	PACK
39	A4 HARD COVER GRASS GREEN	3.00	BOX
40	WHITE BOARD MARKER	20.00	BOX
41	A4 BROWN ENVELOPES	2.00	BOX
42	C5 BROWN ENVELOPES	2.00	BOX
43	MEMORY STICK	40.00	EACH
44	FILE DIVIDER 1-10	30.00	EACH
45	PLASTIC FILE DIVIDER JAN-DEC	30.00	EACH
46	A5 NOTE BOOKS	50.00	EACH
47	SDM LOG BOOKS	150.00	EACH
48	25MM FOLD BACK CLIPS	15.00	EACH
49	41MM FOLD BACK CLIPS	15.00	EACH
50	STAPLE REMOVER (KANGARO)	5.00	EACH
51	MINI GIANT STAPLES	10.00	BOX
52	POST IT , FLAG MIMN	20.00	EACH
53	POST IT FLAG	20.00	EACH
54	POST IT FLAG 45X12MM (SIGN HERE)	20.00	EACH
55	DURABLE NOTE BOX	5.00	EACH

Completed quotations must be placed in a sealed envelope and marked (**Request for quotations- Supply of Stationery**) deposited in a tender box at Groblersdal Fire Station before the closing date and time 06 November 2017 at 11:00. No compulsory briefing session will be held. For further information contact **Madire Tlaka** of SCM at 013 262 7654 or **Rosa Mdluli** of Assets Management at 013 262 7510.

Please note:

The following returnable documents are compulsory except the BBBEE, and will lead to disqualification if not attached.

Valid Tax Clearance Certificate is mandatory
 Certified copies of company registration papers are compulsory
 Certified copy of BBBEE Verification Certificate
 Duly completed Local Content-MBD 6.2 and Annex C
 MBD 4 and MBD 9 forms must be signed and attached with quotation
 CSD Report
 No late, telegraphic, facsimile, e-mailed and telex bids will be accepted

Price and BBBEE

This will be evaluated in terms of the 80/20 preferential points system.



Ms NT Maseko
MUNICIPAL MANAGER

31/10/2017
 Date