



SEKHUKHUNE

District Municipality

Private Bag X 8611, Groblersdal 0470

No: 03 West Street, Groblersdal 0470

Tel: (013) 262 7300 Fax: (013) 262 3688

IN TERMS OF SEKHUKHUNE DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY, QUOTATIONS ARE HEREBY INVITED FROM ELIGIBLE AND INTERESTED COMPANIES, CONSORTIUM OR JOINT VENTURES WITHIN SEKHUKHUNE DISTRICT REGION FOR APPOINTMENT OF SERVICE PROVIDER FOR THE PROCUREMENT OF STATIONERY

SK8/2/1-94/2022/2023

ITEM	DESCRIPTION	UNIT MEASURES	QUANTITY
1	BLACK PENS	BOX (box of 60)	30
2	BLUE PENS	BOX (box of 60)	30
3	GREEN PENS	BOX (box of 60)	20
4	NOTE BOOK A4 2QUIRE	EACH	50
5	FOLD BACK CLIPS 25MM	PACK (pack of 10)	50
6	Hard Copy papers 80gsm Sheets per ream: 500	Box (5 reams in one box)	15
7	FOLD BACK CLIPS 41MM	PACK (pack of 10)	100
8	ERASER	EACH	25
9	FILE FOLDER	EACH	30
10	MARKING PENS (ASSORTED COLORS)	BOX	20
11	WHITEBOARD MARKER	BOX	10
12	CLIP BOARD	EACH	10
13	SCISSORS	EACH	30
14	BOSTIC 100G	EACH	15
15	POST IT FLAG MINI	EACH	30
16	PLASTIC FILE DIVIDER (1-10)	PACK	50
17	FILE DIVIDER (JANUARY-DECEMBER)	PACK	50

Completed quotation documents, fully priced, initialled, or signed must be sealed in an envelope marked, numbered and named **(Appointment of Service Provider for the procurement of stationery)** should be deposited in the tender box situated at Groblersdal Fire Station Office of Sekhukhune District Municipality on or before **12th October 2022 at 12:00**. For further information contact **Voster Masemola** at 013 262 7656 and **Malekutu Daphney** at 013 262 7300. No compulsory briefing sessions will be held.


Note:

Following returnable documents are compulsory except the BBBEE certificate and will lead to disqualification if not attached

- Valid Tax pin/Tax clearance Certificate.
- Copies of Company Registration documents.
- Certified Copy of B-BBEE Verification certificate or Sworn Affidavit for BBBEE Exempted Micro Enterprises (Required for Evaluation)
- Proof of municipal rates and taxes for both company and Director (s) not in arrears for more than three months or proof of lease agreement including rates for the landlord. In case where the Company or Director is registered in a rural area where the rates are not paid, please attach proof from Local Authority and Affidavit under oath indicating that there are no municipal rates payable.
- Certified ID copies of the directors
- MBD 4, MBD 8 and MBD 9 forms must be signed and attached with quotation.
- CSD report.
- Quotation Addressed to Sekhukhune District Municipality
- No late, Telegraphic, Facsimile, E-mail and Telex bids will be accepted.

Evaluation Criteria

- This will be evaluated in terms of the **80/20** points scoring system.



Ms. M Ntshudisane
Municipal Manager

05/10/2022
Date