



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERTING DATE: 20 APRIL 2017

UMZ/2016-17/BTO/002

SERVICE PROVIDER TO SUPPLY AND DELIVER STATIONERY AS PER SPECIFICATION.

Bidders are hereby invited to submit quotations for Stationery as per specification. Specifications are available at SCM office for free.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 04 April 2017**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof.

The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Mr L. Hendrick 039 255 8577 / Mr Mbukushe (SCM Manager) 039 255 8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

.....
GPTNOTA (MUNICIPAL MANAGER)



UMZIMVUBU

LOCAL MUNICIPALITY

LIST OF STATIONERY

CARTRIDGES	TOTAL
Alt Green Printing P	25
A4 White Printing Paper	100
A4 Blue Printing paper	25
A4 Pink Printing Paper	25
A4 Yellow Printing Paper	25
A3 White Printing Paper	2
Arch lever files	300
A4 Brown Envelopes	3 box(250)
Hard Cover Black	10 Parks
Hard Cover White	10 Parks
Hard Cover Blue	10 Parks
File Dividers Index	10 Parks
Numerical	5 Parks
Monthly	5 Parks
Binders sliding –	(50 in each)
Small	3 boxes
Medium	3 boxes
Large	3 boxes
Ring Binders(25 mm)	5 Boxes(100 in each)
Ring Binders(20 mm)	5 Boxes(100 in each)
Small staples(size 26/6)	30
Small staplers	30
Highlighters(assorted)	10 parks(6 in each)
Pens: Black bic	20 Boxes
Pilot pen	10 Boxes
Led pencils	10 boxes(6 in each)
Eraser	5 boxes(10 in each)
Rubber Bands	10 boxes
Sign here	5 Parks(5 in each)
Sticky Note	10 Parks(5 in each)

Hard Cover Transparence 10 parks

Scientific calculator	3
Financial calculator	4