



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

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REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF STATIONERY

Date: 22 May 2018

Quotations are hereby invited from the accredited services providers for **Stationery** for Dipaleseng Local Municipality.

The 80\20 preference point system will be used when evaluating the quotation, which is in terms of PPPFA and the SCM policy of the municipality.

The specifications is as Follows;

300 boxes	A4 Typek
5	A4 NOTE BOOKS
200	ARCH LEVER FILES
8 boxes	PENS(BLACK)
10 (packs)	Batteries(AA)
15(Bundles)	Paper Files(light Blue)
10 (packs)	Sticker Notes
20(bundles)	Frosted Sheets
20(Bundles)	Hard Paper
10(bundles)	File divider
2(Boxes)	Highlighter(box of 12)
15	Note pad
15 Boxes	File Fasteners

Service providers must be registered with the Central Supplier Database www.csd.gov.za for their quotations to be considered.

NB

- BBE CERTIFICATE & DECLARATION OF INTEREST SHOULD ACCOMPANY THE QUOTATION.
- 1ST PREFERENCE WILL BE GIVEN TO LOCAL SUPPLIERS. (DIPALESENG)

Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY "SUPPLY AND DELIVERY OF STATIONERY"** – CLOSING DATE: **29 May 2018** must be placed in the **Tender box** at **Dipaleseng Local Municipality's Offices**, Cnr Johnny Mokoena Drive & Themba Shozi Street in Balfour, not later than 12H00 on **29 May 2018**.

Late submission will not be accepted and Dipaleseng local municipality does not bind itself to accept the lowest or any submitted quotation. Dipaleseng local municipality reserves the right to accept a quotation as a whole or in part. Enquiries:

Ms. Nonhlanhla Moela 0712829446


Ms TC MAMETJA
ACTING MUNICIPAL MANAGER