



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

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REQUEST FOR QUOTATION

Date: 28 January 2021

REF: RFQ 46

SUPPLY AND DELIVERY OF STATIONERY

Quotations are hereby invited from the accredited services providers for **SUPPLY AND DELIVERY OF STATIONERY**

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 specification are as follows:

Quantity	Description
200	Boxes of A4 Typek white papers
30	Boxes of Staples (26/6)
30	Staplers (26/6)
20	Staples remover
200	Arch Lever Files
50	Pack of Sellotape/Barging Tape (Colour Clear) 48mm x 50mm
2	Boxes of A4 White Envelopes
10	Big Puncher (Heavy Duty)
5	Calculators
1	Box of A4 Frosted Sheet
5	Boxes of A3 papers
5	Pack of A4 White hard papers (160 GSM Board)
10	2 Quire Note Books
10	Fold back Clips 32mm
10	Fold back Clips 51mm
2 boxes per size	Paper clips Small , medium and large
5	Rulers 30cm
6	Scissors 210mm
10	3 Scored and slotted manila Folder Files
10	Black Permanent Markers
10	Red permanent markers
5	Pack of 10 Pencils
10	3 Tier Wire (Incoming trays)
4 x 10	A4 4 Batter (Duracell)
2 x 10	C 2 Battery (Duracell)
1	Office White board

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

PRE – QUALIFICATIONS CRITERIA FOR PREFERENTIAL PROCUREMENT (PPPFA 05 OF 2017)

- BBB-EE CERTIFICATE & DECLARATION OF INTEREST
- ORIGINAL TAX CLEARANCE
- Summary of CSD report

Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY "SUPPLY AND DELIVERY OF STATIONERY "** must be placed in the tender box at Dipaleseng Local Municipality's offices, Cnr Johnny Mokoena Drive & Themba Shoji Street in Balfour, not later than 12H00 on Monday **03 FEBRUARY 2021** or send to mashianed@dipaleseng.com

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 not to accept a quotation as a whole or in part.

Enquiries: Ms Dikeledi Mashiane 071 282 9446 (mashianed@dipaleseng.com)


Mr J MOKGATSI
ACTING MUNICIPAL MANAGER

