

MASILONYANA LOCAL MUNICIPALITY

Physical Address: Cnr Pienaar n Le Roux Str
Theunissen
9410

Postal Address P.O Box 8
Theunissen
9410



Our Ref:
Tel: 057 733 2804/8
Fax: 057 733 2856
fkilem@masilonyana.co.za

BID INVITATION: SUPPLY AND DELIVERY OF STATIONERY

Bids are hereby invited from suitable qualified service providers to submit proposals for the supply and delivery of yellow fleet as recommended by the specification committee.

Please find the specifications as follows:

ITEM DESCRIPTION	UNITS OF EACH	QUANTITY
Photocopy A4	Box	145
750ml Bostic	Box	4
Black Pens	Box	20
Erasers	Box	20
Highlighters (Assorted colours)	Box	20
Index Files	Box	10
Ink Pads	Box	2
Stamp pad ink	Box	2
Post it pads	Box	5
A4 Notebooks Hardcover	Box	5
Office Stapler- Medium	Each	30
Office Stapler- Giant	Each	30
Staples- 26/6	Box	10
Staples- 23/8	Box	10
Paper Binders	Box	10
Paper clips -medium	Box	10
Paper clips - Large	Box	10
Pencil HB	Box	5
Puncher – Small	Each	20
Puncher – Puncher	Each	20
Pritt	Box	5
Scissors	Each	20
Celotape – Large (Roll)	Box	5
Tippex	Box	5
Arch Lever Files- A4	Box	25
Arch Lever Files- A3	Box	2
Ruler	Box	2
Envelopes- A5 (Brown)	Box	2
Envelopes- A4 (Brown)	Box	10
Permanent Marker- Black	Box	20

Mobile flip chat stand	Each	5
Letter tray	Each	10
Sharpener	Box	5
Calculator	Each	20
Urgent Stickers	Box	10
Staple Remover	Box	5
File folders	Box	5
Eraser	Box	2

Bid reference number: 2014/11/03

Bid Documentation available from: Masilonyana Local Municipality
Cnr Pienaar and Le Roux
Theunissen
9410
Supply Chain Management Office

Enquiries: Mr. L. Mofokeng
Finance office
Tel: 057 733 2804/8
Fax: 057 733 2856

Masilonyana Local Municipality
Theunissen chamber main building

Instruction with the depositing of tenders:
Address tenders to:
Mr. S.S.Mtakati
Municipal Manager
Masilonyana Local Municipality
Theunissen
9410

Closing date: 20 November 2014, 12:00(mid-day)
On the municipal clock

Tender Box: Masilonyana Local Municipality
Theunissen
9410

SPECIAL CONDITIONS OF A TENDER:

- The tender will be evaluated using 80/20 preference points system.
- Tender documents are available at R350.00 non-refundable cash payment.
- Tenders must be enclosed in a sealed envelope clearly stating the tender number
- All prices quoted must be VAT inclusive, except in the case of non-VAT vendors.
- No tender document will be accepted if not properly sealed and marked.
- The general conditions of contract will be applicable to this tender,
- Bids not signed by the bidder will be rejected,
- No rectification/correction fluid may be used on the document
- Bids received after closing TIME and/ or DATE will NOT be considered;
- The highest points or any bid will not necessary be accepted, and the Municipality reserves the right to sub-divide the contract and/or accept any portion of any bid thereof;
- Masilonyana Local Municipality reserves the right not to make any appointment.
- Tenders must be delivered personally and be placed in the Masilonyana Local Municipality's tender box. No emailed or faxed tenders will be accepted.
- No bids will be considered from persons in the service of the state.
- Please note that should you not receive any correspondence from the Municipality regarding your bid within three months after the closing date of this advertisement, you should regard your bid unsuccessful.

NON SUBMISSION OF THE FOLLOWING DOCUMENTS WILL DISQUALIFY YOUR BID

- A valid original tax clearance certificate
- Company registration certificate(CK)
- Identity documents of directors/owners/members/shareholders
- Company profile
- Municipal rates and taxes
- Any other relevant registration certificate pertaining to your industry



Mr. S.S Mtakati
Municipal Manager