



**UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT**

**Tel : 039 834 7700 / 7745 / 7748 / 7749
Fax: 039 834 2978 / 039 834 1168
Email: procurement@ubuhlebezwe.org.za**

REF: 20294

**QUOTE NO: UBU-Q-17/07/13
Date: 24 JULY 2013**

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR MUNICIPAL
STATIONERY**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender Box. The envelope must be clearly marked "MUNICIPAL STATIONERY": - & UBU-Q-17/07/13" not later than the 02ND of AUGUST 2013 at 12h00 to: 29 Margaret Street, Ixopo 3276

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A proof of registration in the Ubhlebezwe Database
- **BBBEE Certificate bearing SANAS LOGO (if your certificate does not have SANAS logo, it will be regarded as invalid)**
- **Proof of Company Registration Document**
- **Copy of ID if Sole Trader**
- **Letter/Statement confirming status of municipal accounts (i.e rates, water)**
- **Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.**

NB: No quotations will be considered from persons in the service of the state.

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted
Failure to comply with these conditions may invalidate your offer.

Yours faithfully



Mr G M Sineke
Municipal Manager

| ITEM NUMBER | QUANTITY | DESCRIPTION | PRICE EXCL VAT |
|-------------|----------|--|----------------|
| | | Municipal Stationery as per attached Schedule. | |
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| | | | |
| | | | |
| | | | |
| | | TOTAL PRICE EXCL | |
| | | DELIVERY COST | |
| | | VAT(IF VAT VENDOR) | |
| | | TOTAL PRICE INCL | |
| | | | |
| | | | |
| | | | |

DELIVERY
 ADDRESS:
29
MAGARET
STREET
IXOPO



UBUHLEBEZWE MUNICIPALITY
Budget and Treasury Department
VAT NO.: 4370102743

STATIONERY LIST - REVENUE SECTION
10/07/13

| Item (s) | Quantity |
|---|------------------|
| Lever Arch files | 3 boxes |
| Files Lever Arch storage boxes | 2 |
| Bond paper A4 (white) | 30 boxes |
| Twin wire soft cover notebook A5 | 4 |
| Chrome letter opener | 1 |
| Spike file (plastic) | 3 |
| Keyboard & Screen spray cleaner | 3 |
| Buddi mini 3 drawer | 1 |
| Bantex PVC Clipboard | 1 |
| Bic crystal ball points (black) | 1 box |
| Steadtler tradition pencils | 1 box |
| Bantex turn over files 1565 | 2 x packet of 10 |
| Duracell AAA | 1 x 4 pack |
| Duracell AA | 1 x 2 pack |
| Post-it mini flags value pack | 1 |
| Post-it neon cube pads (ultra colours) | 2 pack |
| Edding 345 Highlighters | 1 x wallet of 6 |
| 4 gig USB | 1 |
| Lap top bag | 1 |
| 1 x Internet connection cable | 1 |
| Self - inking stamp (Ubuhebezwe Municipality and | 1 |

| | |
|--|---|
| date) | |
| Stamp- line daters with date (verified, approved) | 1 |

STATIONARY FOR GOGO'S OFFICE AND CFO'S

3 Laptop bags
 10 boxes of printing papers
 5 boxes of Staples 26/6
 1 Box of black pens
 20 Colour Cartridges LaserJet CE310A
 5 black cartridge CE278A
 Box of pencil (1)
 Pretty (3)
 Pack of highlighter
 1 pack of rulers colours
 Ubhlebezwe folders
 2 box of ubhlebezwe municipal requisition book
 Paper message pad
 1 box of paper File dividers in different colours not numbered
 5 boxes of steel paper clip W287C
 5 cartridge black CE285A
 2 boxes of Arch leaver file
 Pack of rubbers
 2 boxes of file fasteners
 1 box of red pens
 2 boxes of binder clips
 2 packs of stick ease note (neon colour 3x3) (75 x 75 mm) 400 sheets
 2 packs of bostik
 Galaxy inkjet kit (magenta ink)

