



**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](mailto: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 02<sup>ND</sup> 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.	
		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

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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  
 Ubuhlebezwe folders  
 2 box of ubuhlebezwe 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)

