

29 August 2024



**JOE MOROLONG**  
LOCAL MUNICIPALITY

**Quotation Name : Supply and Delivery of Office Stationery**

**Quotation No : Q 07, 29/08/2024**

Joe Morolong Local Municipality invites interested registered service providers to quote for the following:

**Quotations Closing**

**Date: 09 September 2024**

**Time: 09:00**

**Venue: Joe Morolong Local Municipality Office –Tender Box**

**Street Address: Churchill Village, D320 Cardington Road**

**Find attached specification:**

**Documents Required:**

- MBD Forms (1, 4, 8, & 9) for all Directors
- Registered with Joe Morolong Supplier Vendor Database
- Registered with CSD (Quote CSD Number)
- Proof of rates & taxes from relevant authority for all the addresses listed on CSD & CIPC (not older than 3 Months)
- Proof of rates & taxes of all directors for all the addresses listed on CSD & CIPC (not older than 3 Months)
- Valid South African Revenue Services (SARS) Tax Pin
- Clearly state your delivery terms

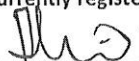
**\*Failure to submit any of the above-mentioned documents, will result in the quotation being non-responsive.**

**Contact Person**

Mr T. Molaolwe 053 773 93060/ 082 839 3053

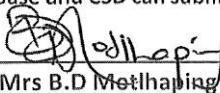
The quotation and supporting documentation must be enclosed in an envelope clearly endorsed with quotation name, number and must be deposited into the Tender Box, not later than the prescribed time and date. The quotation will be evaluated in accordance with the Joe Morolong Local Municipality's Supply Chain Management policy, preferential Procurement Policy Framework Act No 5 of 2000 and the preferential procurement regulations, 2022. Using the 80/20 points system where the 20 points will be allocated to a specific goal of the municipality (locality). Validity period of this quotations 30 Days.

**NOTE: Emailed, Faxed or late quotation submissions will not be accepted. Please note that only vendors that are currently registered in the Joe Morolong Local municipality Data Base and CSD can submit quotations for this advert.**



Mr O. Ramukhuvhathi

Acting Chief Financial Officer



Mrs B.D Metlhaping

Municipal Manager

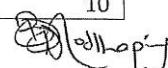


## SPECIFICATIONS:

Below are three (3) Separate lists, kindly submit three (3) separate quotations as per the lists. Clearly state the brand of each item:


### List 1:

Item no:	Description	Quantity
1	Punch 25mm x 80mm (dp-520)	20
2	File dividers (20)	150
3	Plastic pockets files 80 micron - a4 100pck	2
4	Staples boxes (26/6 5000 pieces) per box	15
5	Staplers (standard 200 stapler)	18
6	Heavy duty stapler	5
7	Heavy duty staples 23/20 100 x 10 pieces	3
8	Staple remover standard ( slim & lightweight )	12
9.	Heavy duty staple remover	1
10	Highlighters box different colours 5/4	22
11	Sign here stickers (150 flags )	8
12	Red pen box (50 pcs)	4
13	Green pen box (50 pcs)	4
14	Black pen box (50 pcs)	5
15	Heavy duty puncher	2
16	Counter books (288 pages)	20
17	Page flags (12x48mm , 20 sheets x 5 pads )	1
18	Sticky notes (76x 76mm , cubes neon colours )	26
19	Clip board a4	6
20	Hard-drive (1tb)	5
21	White board markers ( 5 in a pack )	10
22	Permanent marker black	10
23	Metal scissors big	6
24	Paper clips box big 77mm 50pcs	4
25	Wholesale big button cashier calculator	2
26	Liquid glue extra strong wood 120ml	3
27	Heavy duty industrial rubber bands 1kg	2
28	Lever arch file a4	524
29	Note pad 3x3 8 inch 20pages	6
30	12 Digit medium desktop calculator	4
31	Drawer 4 a4 desktop closed 25,5 x 5,35 x 31cm	2
32	Frosted sheets (180 micron A4 , 100 sheets )	2
33	Coloured papers box assorted colours box 500 sheets	10
34	File fasteners (120 mm) boxes (50 set)	4
35	Rulers 30cm	6
36	Oblong arch lever file a4	250
37	Rubber band big 128 200 x 9.0 100g	10
38	USB memory stick flash drive 32GB	10



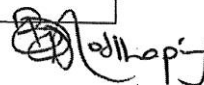
**List 2:**

Item no:	Description	Quantity
1	Sticky notes paper,3x3 Inch (Assorted colours)	40 pads/pack
2	Permanent marker - Bullet tip (Black and Red) 3 in a pack	Black 15 packs, Red 5 packs
3	Highlighters, pouch of 6 (Assorted colours)	7 boxes
4	Pen (Black) Ball point pen 50 pcs	10 boxes
5	Pen(Blue) Ball point 50 pcs	3 boxes
6	Pen (Red) Ball point 50 pcs	3 boxes
7	Clutch Pencil 0.5mm, 6pcs	2 boxes
8	Staples 24/6	26 boxes
9	Heavy duty staples	5 boxes
10	Stapler (24/6 26/6) medium 105*	7
11	Giant stapler	2
12	Staple remover (heavy duty)	5
13	Puncher (medium)	6
14	A4 Lever Arch file 80mm	60
15	File divider A4	35
16	Correction pen 12ml	8
17	Metal File Fastener 50 sets/box 8cm	3 boxes
18	Clear buff sello tape	30
19	A4 counter book 3 quire	27
20	Pocket book A6	4
21	Scissor (Small)	9
22	Paper clip 100 pcs, 50mm	3 boxes of 100 pcs
23	Plastic file 80 micron -A4	10 pack
24	Eraser (Box of 20)	4 boxes
25	Black Desk Organizer (Size 220 mm x 112 mm x 104 mm)	2
26	Notebook A5 thick hardcover 360 pages	3
27	A4 Examination pad	5
28	Memory stick 32GB	5
29	Glossy A4 paper	1 box
30	FX-82ZA Plus II Scientific Calculator	1
31	Waterproof A6 notebook	6
32	A3 paper	5 boxes
33	Colored Push pin/Noticeboard pin 20mm 100 pcs	2 boxes
34	A4 Clip board, Heavy duty	10
35	Storage box (Plastic) 110 L	2
36	Rubber band (Size 128 L/Wide-100)	10 Boxes
37	Stamp pad ink (Black) 70mmx110mm	3 Bottles
38	Pencil lead 0.5mm, 1000pcs 60mm	5 Boxes
39	Glue stick 43g x3 pack	10
40	Clear ruler 30cm	7
41	Long john sorter indexed A-Z and Jan-Dec	2 A-Z AND 2 Jan-Dec
42	Custom text Dater stamp 30x45 mm	1
43	Art papers A4 80 gsm 100 Sheets	30 Boxes
44	Binder clips foldback 32mm	12 pcs
45	Prestik 100g	10



**List 3:**

<b>Item no:</b>	<b>Description</b>	<b>Quantity</b>
1	A4 White Office Printing Paper (80 gsm)	150 Boxes
2	A4 Lever Arch File Board	50
3	C4 Envelopes (White and Brown)	2 boxes
4	A4 Hard Cover Flash (288 Pages)	5
5	A4 Hard Cover Flash (144 Pages)	5
6	Black Pens (50 pcs)	1 box

A handwritten signature in black ink, appearing to be 'D. Alhapij', is written to the right of the table.