



JOE MOROLONG  
LOCAL MUNICIPALITY

12 October 2018

Quotation Name : Supply And Delivery of Stationery Material  
Quotation Number : Q 01, 12/10/2018

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

DESCRIPTION OF GOODS & SERVICES
LIST OF STATIONERY MATERIAL ATTACHED

#### Quotation Closing

Date: 23 October 2018

Time: 09:00

Venue: Joe Morolong Local Municipality Office – SCM Office

Street Address: Churchill Village, D320 Cardington Road

- MBD Forms (4, 8, 9)
- B-BBEE certificate or Sworn Affidavit (certified copy)
- Registered with Joe Morolong Municipality Database
- Copy of Central Supplier Database Summary Report
- Proof of Rates & Taxes for both company & director/s from the relevant local authority

#### Contact Persons

Acting Director Corporate Services - Mr T. Gopetse Tel: 0537739310

Supply Chain Officer - Mr D. Mqhum Tel: 0537739371

The quotation and supporting documentation must be enclosed in an envelope clearly endorsed with quotation name, number and must be submitted to Supply Chain Management Office, 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, using the 80/20 points system. Validity period of this quotations 30 Days.

**NOTE: Emailed or faxed quotation will not be accepted. Please note that only vendors that are currently registered on the Joe Morolong Local municipality Database and CSD can submit quotations for this advert.**

Mr T. Tlhoale

Municipal Manager

Date: 12-10-2018

**LIST OF STATIONERY MATERIAL – Re-Advertisement**

**DATE: 12 OCTOBER 2017**

<b>Item No.</b>	<b>Items</b>	<b>Qty</b>
1.	A4 Printing Copy Paper	150 Boxes
2.	Arch Files (Black) – 10 in a box	30 Boxes
3.	Frosted Sheets Assorted Colours – 100 in a pack	20 Pkts
4.	3 Tier Letter Tray (Any colours)	20 Sets
5.	Staples No. 26/6 5000 PCS/Box	20 Boxes
6.	Staples No. 66/24	2
7.	Staples No. 66/14	2
8.	A4 Laminating Plastic Cover - 100 in a pack	5 Pkts
9.	A5 Laminating Plastic Cover - 100 in a pack	5 Pkts
10.	Paper Clips 33mm Nickle Smooth 1000	10 Boxes
11.	Petty Cash Book Duplicate Book Code 074A	3
12.	Black Permanent Marker Fine Point – 12 in a pack	5 pkts
13.	Desktop Stapler uses 26/6 Staples (Long)	20
14.	Orange Fine Point Pens (Black) – 50 in a box	12 Boxes
15.	Highlighters (Different Colours) – 10 in a box	20 Boxes
16.	A4 - 3 Quire 288 page Hard Cover	20 Pkts
17.	A4 Board Indices File Dividers in bright solid colours/multi punched	30 Pkts
18.	File Fasteners 80mm – 50 Sets in a box	40 Boxes
19.	Lever Arch File F/S Oblong L/A	40 Boxes
20.	Acetone 1 Litre	2 Bottles
21.	DLB Manilla Window Self Seal Envelopes 110 x 220mm – 80gsm	40 Boxes
22.	Stamp Ink Black Colour 30ml	10 Bottles
23.	External Portable Hard Drive 1TB	2
24.	20m Extension Cable with Double Janus	2
25.	Heavy Duty Staple Remover	10
26.	Staples Remover – 10 in a box	5 Boxes
27.	40g Glue Stick (Big) – 10 in a box	5 Boxes
28.	120ml Ponal Glue	5
29.	Tip Ex (Correction Fluid) – 10 in a box	2 Boxes
30.	Pencils – 12 in a box	5 Boxes
31.	Shredding Machine 32L	1
32.	4 Drawer Filing Cabinet 1320H x 470W x 630D	2
33.	Sellotape (Small)	5
34.	Verbatim DVD / CD – 10 in a box	5 Boxes
35.	2 Hole Punched Exam Pad – 5 in a pack	20 Pkts
36.	HP Cartridges: Q6000A Black	1
	Q601A Cyan	1
	Q602A Yellow	1
	Q603A Magneta	1
37.	HP Cartridges: 1400XL Black	2
	1400XL Yellow	2
	1400XL Magneta	2
	1400XL Cyan	2
38.	HP Cartridges (Pro 6970) 930 Black	2
	903 Cyan	2
	903 Yellow	2

	903 Magneta	2
39.	HP Cartridges: 950XL Black 951XL Yellow 951XL Magneta 951XL Cyan	3 2 2 2
40.	HP Laserjet P1606dn (78A) CE278A	1
41.	HP Cartridge CC530A Black CC531 Cyan CC532 Yellow CC533 Magenta	2 1 1 1
42.	HP Laserjet Cartridge 17A	3
43.	HP Officejet 8710 – Cartridges 953 Black 953 Cyan 953 Magenta 953 Yellow	2 2 2 2
44.	Laserjet M4555MFP – Cartridge 90A	1
45.	Canon XL MB2300 Printer – Cartridges Black Yellow Magenta Cyan	1 1 1 1
46.	HP Laserjet Q2612A – Cartridge 12A	1
47.	CLX – 3305FW Samsung – Cartridge CLT - K4065 / SEE K CLT - C4065 / SEE C CLT - M4065 / SEE M CLT – Y4065 / SEE Y	1 1 1 1