




REQUEST FOR QUOTATIONS

QUOTATION NUMBER	ENQUIRIES	QUANTITY	DESCRIPTION
M0041	Mr BD Mlondo 035-4502082	Spec.	Supply & Delivery of Finance stationery

1. Bids are hereby invited for provision of the above goods and services
2. Relevant specifications with Declaration/ MBD forms are obtained from the Municipal SCM office in Mthonjaneni Municipality and official website being www.mthonjaneni.org.za.
3. Enquiries relating to Quotation Documents must be directed to the SCM Manager, Mr BD Mlondo on 035-4502082 Ext. 253
4. Only bidders registered with Central Suppliers Database (CSD) and Mthonjaneni Municipality's database will be considered
5. Completed quotations with the relevant attachments in a sealed envelope and endorsed with the bid number must be deposited in the **quotations box in SCM office** on or before **11H00 on Thursday, 16 March 2020**.
6. No Telephonic, facsimile, electronic and late quotations will be accepted. Mthonjaneni Municipality will not accept any responsibility for the delivering of a quote by a courier services or any other means that are described on or before the closing date and time of request to quote.

Council reserves the right not to accept the lowest or any tender.

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PP Sibiya

Municipal Manager

**UMKHANDLU KA MASIPALA WASE-MTHONJANENI
MUNICIPALITY / MUNISIPALITEIT**

09 -03- 2020

**MUNICIPAL MANAGER'S OFFICE
21 REINHOLD STREET, P.O. BOX 11, MELMOTH 3835
TEL: 035 450 2082 FAX: 035 450 3224**

FINANCE STATIONERY LIST 2020

QUANTITY	DESCRIPTION
1	SCM RECEIVE D DATE STAMP
1	PROCESSED STAMP
3	RECEIVED DATE STAMP ADJUSTABLE DATE
2	PAID STAMP
25	2 QUIRES
12	SOFT GRIP SCIRRORS
1	ECO STAPLER DESKTOP FULL STRIP
9	STAPLER (PAPER PRO)
1	HEAVY DUTY STAPLER
1	HEAVY DUTY PUNCHER
1	100 SHEET HEAVY DUTY STAPLER
3	PUNCHERS
5	SILVER PAPER CLIPS(78MM)
15	SILVER PAPER CLIPS (30MM)
10	USB (32 GIG)
3	USB (16 GIG)
3	USB (8 GIG)
20	BOXES OF BALL PENS (BLACK)
2	BOXES OF BALL PENS(RED)
15	PRITT STICKS
20	NO.56 STAPLE PINS (BOXES)/26/6 STAPLE PINS
15	PENCIL BOXES
20	(PACKS) PLEASE SIGN HERE STICKERS
4	PEN CARBON BOOK DUPLICATE A5-100 LEAVES
6	RUBBER BANDS NO.18 500G
20	RULERS & 2 FLEXIBLE RULERS
10	STAPLE REMOVERS
2	A4 WHITE ENVELOPES (PACKS)
5	A4 BROWN ENVELOPES(PACKS)
5	DIGITAL CALCULATORS
10x boxes	ARCH LEVER FILES
2	HP LASERJET PO235 TONER CBT-CE505A/CF208A
2	23/17 17 MM STAPLES (BOXES)
2	23/13 13MM STAPLES (BOXES)
2	23/8 8MM STAPLES(BOXES)
2	ARTLINE 70 FINE MARKING PENS
15	PACKS OF FILE DIVIDERS
10	STICK N NOTE CUBES (50MM *50MM)
1	DRAWING PINS 11MM (SILVER 100)BOX
8	TREELINE DESKTOP ROUND UP ORGANISER (BLUE)
1	A4 VIKING ECONOMY LETTER TRAY WITH RISER PINS (PACK)
1	8 WAY MULTIPLUG (4*16A/3*5A/1*SCHUKO)
3	PACKS PERMANENT MARKERS
5	PACKS NON FADING HIGHLIGHTERS
10	TREELINE A4 PLAIN FILE DIVIDERS
10	TREELINE A4 PRINTED INDICED
10	PENCIL SHARPENERS
15	ERASERS

FINANCE STATIONERY LIST 2020

1	1200*900MM NON MAGNETIC WHITEBOARD
1	NON MAGNETIC WHITEBOARD MARKER (BLACK)
1	NON MAGNETIC WHITE BOARD ERASER
10	TOP RETRIEVAL FILES (MEDIUM WEIGHT FILE 190GSM)
2	320*235 MM VISION DOCUMENT TRAY (WITH 3 TRAYS)
2	BOXES OF 100 SHEETS HEAVY DUTY STAPLES
10	A4 PASTEL BOARD INDEX (10 TABS)
10	A4 MANILLA BOARD INDEX (10 TABS)
3	PRITT POWER STICK
3	CLEAR TAPE (12MM *66 M)
2	A6 SOFT COVER NOTED RANGE
2	PACKS A4 CLEAR BINDING PAPER
2	PACKS A4 BLACK BINDING PAPER
1	BOX DONAU A4 75MM/50MM LEVER FILE PROPYLENE RED
	EK 90 CHISEL POINT BLACK
1	SHREDDER
5	PACKS OPTI PLAN MIDDLE WEIGHT FILE WITH FLAP AND CLIP
1	PRIMELINE DESK WITH CHAIN (BLACK)
2	BOXES EACH SIZE FOLDBACK CLIPS (6MM;13MM;19MM;45MM)
2	POST IT MINI FLAGS VALUE PACK FLAG 11.9*43.2MM 380 FLAGS
5	10 TABS PLAIN RAINBOW PASTEL DIVIDERS