

27 October 2022



JOE MOROLONG
LOCAL MUNICIPALITY

Quotation Name : Supply and Delivery of Stationery

Quotation No : Q 1, 27/10/2022

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

Quotations Closing

Date: 04 November 2022

Time: 09:00

Venue: Joe Morolong Local Municipality Office

Street Address: Churchill Village, D320 Cardington Road

Returnable Documents Required:

- Fully completed MBD forms (1, 4, 8, & 9) for all Directors
- BBBEE Certificate or SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE
- Registered with the Joe Morolong Vendor Database
- Registered with Central Supplier Database (CSD Number)
- Proof of rates & taxes from the relevant authority
- Proof of rates & taxes of all the directors
- Proof of registration with South African Revenue Services (SARS)/ SARS Pin

Contact Person for enquiries:

Ms P Sebekedi: 053 773 9300/ 072 780 6067 & Mr T. Thaganyane: 053 773 9300 /076 826 9914

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 Joe Morolong Local Municipality's Supply Chain Management Policy, Preferential Procurement Policy Framework Act No 5 of 2000, using the 80/20 points system. The validity period of this quotation is 30 Days.

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

Mr T. Tlhoale

Acting Municipal Manager

Date: 27 Oct 2022



LIST OF MUNICIPAL STATIONERY 2022

Item No.	ITEMS	QUANTITY
1	A4 Printing Paper	100
2	Arch Files (black)x10 in box	20 Boxes
3	25mm A4 PVC ring binder file x10 in box	10 Boxes
4	Frosted Sheets -assorted colours x100 in pack	20 Packets
5	3 step letter trays (any colours)	30
6	26/6 Staples	40 Packets
7	Metal Stapler uses 26/6 staples	50
8	Giant 100 Heavy Duty Stapler	30
9	Staples size 23/6 OR 23/4	20 Packets
10	General Purpose Scissors(medium)	30
11	Clic Ballpoint Pens (Black)x50 in box	10 Boxes
12	Green Pens x50 in box	1 Box
13	Artline Permanent Markers Black	20 Boxes
14	Pentel Permanent Markers	10 Boxes
15	Flipchart Markers (Mixed Colours)	10 Boxes
16	Pencil 12 in box	10 Boxes
17	20g Glue Stick Pritt	30
18	Rulers	20
19	Exam Pads	40
20	Laminating Pouches	10
21	Highlighters x10 in box (Any Colours)	20 Boxes
22	Plastic Files x100 in pack	5 Packets
23	A4 3 Quire(288pg) Hard Cover x5 in pack	30 Packs
24	A4 Board Indices divider in bright solid colours-multi-punched x10 in pack	50 Packs
25	File Fasteners 80mm free line	25 Boxes
26	F/S Oblong L/A Files	10 Packs
27	Acetone 1 Litre	5 Bottles
28	Trefoil Calculators (Big)	20
29	Heavy Duty Puncher	30
30	Plastic Cover	20
31	Paper Cover (Colours)	20
32	Letter Opener	04



33	100g Bostik	05
34	8cm File Fasteners	20 Boxes
35	150X6.2mm Heavy duty Rubber Bands 100g	25 Packets
36	12mm Assorted Pins x 100 in box	10 Boxes
37	78mm Giant Paper Clips	15 Boxes
38	A4 Clip Boards	30
39	Ladder 4 Step 0.93m Platform Height	01
40	Office Square Waste Paper Bins	25
41	Clear 48mmx50m Sellotape	20
42	Clear 24mmx66m Sellotape	25
43	Post-It Notes Assorted Pastel (Mixed Colours)	30
44	25mmx45 Post-It Printed Flags Sign Here	30
45	3M Post-it Flags (mixed colours)	25
46	HP Cartridge 1400XL BK 1400XL Y 1400XL M 1400XL C	2 2 2 2
47	Canon Toner Cartridge 047 Starter	01
48	HP LaserJet Cartridge 17A	01