



WATERBERG DISTRICT MUNICIPALITY

SUPPLY CHAIN MANAGEMENT UNIT

STATIONERY ITEMS

WATERBERG DISTRICT MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO RE-SUBMIT QUOTATIONS FOR THE FOLLOWING:

DATE OF POSTING : 30 SEPTEMBER 2008

NO	ITEMS REQUIRED	QUANTITY
1	BLACK PENS (PILOT G-2 07)	100 units
2	PENCILS	40 units
3	TIPPEX	30 units
4	GIANT STAPLES	9 BOXES
5	HEAVY DUTY STAPLER (REXEL GOLIATH)	1 unit
6	A4 PAPERS (WHITE)	129 BOXES
8	A4 ENVELOPES [BROWN]	30 BOXES [100 in each box]
9	A5 ENVELOPES [BROWN]	30 BOXES[100 in each box]
10	ARCH LEVER FILES	100 units
11	MARKING PENS (BLACK)	50 units
12	HIGH LIGHTERS (GREEN, ORANGE AND YELLOW)	50 units
13	EXAMINATION PADS	100 units
14	MESSAGE PADS [WHITE]	30 units
15	PAPER CLIPS	30 BOXES
16	BOARD MARKERS	10 units
17	BOSTIC PRESTIC	60 units
18	RUBBER BANDS	30 BOXES
19	CERTIFICATES/HARD PEACH PLANK PAPERS[210mmx297mm] 160g/m2	1 BOX
21	MASKING TAPE	10 units
22	TRANSPARENT SELLOTAPE	20 units
23	OXFORD ENGLISH DICTIONARY (30000 WORDS)	3 units
24	2 QUIRE NOTE BOOKS	39 units
25	HANGING FILES [full scap suspension file for A4 papers] ref .B3470-11	165 units

26	STAMP PAD INK	10 units
27	REXEL N0.56 STAPLES (26/6)	20 BOXES
28	2009 DAIRIES [A4 WITH LEATHER COVER]	36 units
29	SLIDING BINDERS 50 PAGES X 100	4 BOXES
30	SLIDING BINDERS 100 PAGES X 100	4BOXES
31	STICKER NOTES (DIFFERENT COLOURS) SMALL	50 units
32	TONER FOR PRINTER HP LASER JET 1320N	10 units
33	A4 INSPECTION BOOK CARBONATED	20 units
34	PRESTIC BIG	20 units
35	XEROX A4 PAPERS (WHITE)	70 BOXES
36	CARTRIDGE N0.56	20 units
37	CARTRIDGE N0.57	20 units
38	NOTE BOOK 2QUIRE (SMALL)	10 units
39	MEMORY STICKS (2,5GB)	10 units
40	STAPLES (REXEL NUMBER 56)	3BOXES
41	CATRIDGE 6000A (BLACK)	10 units
42	CATRIDGE 6002A (YELLOW)	5 units
43	CATRIDGE 60001A (CYAN)	5 units
44	CARTRIDGE 60002A (MAGENTA)	5 units
45	FAX CARTRIDGE FOR BROTHER MULTIFUNCTION CENTER 830	5 units
46	PRINTER CARTRIDGE HP 15 [C 6615 DE ABB]	5 units
47	PRINTER CARTRIDGES HP 78 [C 6578 DE ABB]	5 units

THE FOLLOWING CONDITIONS WILL APPLY:

- Price(s) quoted must be valid for least sixty (60) days from the date of your offer.
- Price(s) quoted must be firm and inclusive of VAT (if VAT registered)
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- Company registration certificate showing percentage of shareholders e.g. CK1, CK2 etc .
- Valid Tax Clearance Certificate.
- Quotation will be evaluated on PPPFA 80/20 points system.
- The following information must be indicated, percentage owned by HDI, Women, Youth and Disabled and the location.
- Exclusion of other items will cause a disqualification
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NOTE: Failure to comply with any of the these conditions may invalidate your offer.

CLOSING DATE: 08 October 2008

CONTACT NUMBER: 014 718 – 3352/ FAX 014 717-2398

CONTACT PERSON: DOLLY MAFA OR GEORGE MATLOU 014 718-3327