



MKHAMBATHINI LOCAL MUNICIPALITY

REQUEST FOR QUOTATION

Advert Date 07 AUGUST 2018

The Mkhambathini Municipality invites eligible and accredited service providers to submit written quotations for supply and delivery of stationery.

Below is the specification for stationery required:

Quantity	Description
100	2 Quire (80 Pages)
4	Bostik
2	Bullet Point Marking Pens
12	Calculators
1	Calculator – Sharp Digital
17	Clear tape small
2	Boxes Clear tape – thick
7	Boxes colour paper clips
5	Boxes coloured drawing pins (small & big)
5	Box Correction pen
3	Boxes Croxley accessible files – blue
3	Boxes accessible files – Buff
3	Boxes accessible files – Yellow
8	Desk pencil holder
10	Boxes Envelopes A4 Brown
10	Boxes Envelopes White A4
10	Boxes A3 envelopes brown
5	Boxes A3 envelopes white
3	Boxes Eraser
1	Box File binder (without steel)
50	Packets file dividers
10	Packs highlighters – various colours
2	Rolls HP Universal bond paper – 610mm x 45.7m product code: Q1396A for HP design jet 500PS printer
7	In/ out trays

3	Ink for stamps
360	Lever arch files
9	Message book
2	Money box
1	Box pencils
10	Boxes pens – black
2	Boxes pens red
9	Boxes permanent markers – black
2	Boxes permanent markers - red
2	Photo cutter
5	Post it – Sign here
10	Post it – stick notes
5	Post it note pad
5	Boxes post it (green & red page markers)
30	Pritt medium
4	Punch
1	Punch – Big
50	Red tapes
4	Boxes Rim Blue colour paper
8	Packs rubber bands
10	Rulers
12	Scissors
4	Stapler – big
10	Small staplers
25	Staples (6mm 23/6)
3	Boxes Suspension Files
10	A5 Voucher book – goods received with municipal logo at top
1	Box A4 Colour paper Pink
1	Box A4 Colour paper Blue
1	Box A4 Colour paper Yellow
1	Box A4 Colour paper Green
2	Shorthand notebook
5	Flip charts 25 X 30 white 40 sheets
3	Laminating pouches A4
1	Laminating pouches A3
5	Black endorsing Ink
5	Sellotape big brown
30	Boxes file fasteners
5	Boxes Hanging files
10	Boxes folders (yellow / pink / blue)
10	Transparent covers
1	Gillotin
10	Boxes A3 printing papers

Quotations with the valid tax clearance certificate i.e CK1, all MBD forms to be filled BBBEE Certificate and Central supplier database registration confirmation sealed in an envelope marked with quotation for stationery, must be deposited during office hours, 08H00 to 16H15, Monday to Friday in the Tender Box of Mkhambathini Local Municipality, 18 Old main Road, Camperdown, 3720, on or before **14 August 2018**.

For more information please contact SCM officer on (031) 785 9338

Late and Faxed quotations will not be accepted.

T.C Ndlela

Municipal Manager