



UPHONGOLO MUNISIPALITEIT / MUNICIPALITY

Rig Korrespondensie aan:
DIE MUNISIPALE BESTUURDER

Address Correspondence to:
THE MUNICIPAL MANAGER

MUNISIPALE KANTOOR
MUNICIPAL OFFICE

Martinstraat/Street 61

Posbus/P.O. Box 191
Pongola 3170

Tel: (034) 413 1223
Faks/Fax: (034) 413 1706

E-mail:
records@uphongolo.gov.za

03/08/2018

QUOTE027/08/18

REQUEST FOR QUOTATION: FOR FINANCE DEPARTMENT STATIONERY

| NO | ITEM DESCRIPTION | QUANTITY |
|----|---------------------------------------|----------|
| 1 | 2 QUIRE | 20 |
| 2 | 1 QUIRE | 5 |
| 3 | SHORT HAND NOTE | 10 |
| 4 | LEVER ARCH FILES | 100 |
| 5 | BLACK PEN BIC | 120 |
| 6 | G2 PILOT BLACK | 40 |
| 7 | G2 PILOT RED | 20 |
| 8 | FILE DIVIDERS PLAIN | 20 |
| 9 | FILE DIVIDERS 1-31 | 20 |
| 10 | FILE DIVIDERS JAN-DEC | 20 |
| 11 | FILE DIVIDERS A-Z | 20 |
| 12 | DIC-FIX | 10 |
| 13 | FOLDRS ASSORTED COLOUR | 200 |
| 14 | HP PENCIL | 24 |
| 15 | ERASER | 10 |
| 16 | RED PEN BIC | 24 |
| 17 | BATTERIES AA | 10 |
| 18 | BATTERIES AAA | 10 |
| 19 | RUBBER BANDS PACKETS | 20 |
| 20 | PERMANENT MAKER BLACK | 12 |
| 21 | POST IT FLAG=683,(119 MMX 43,2MM)3MM | 50 |
| 22 | STICK NOTES | 20 |
| 23 | FOLD BACK CLIP 15MM | 3 |
| 24 | FOLD BACK CLIP 19MM | 3 |
| 25 | FOLD BACK CLIP 25MM | 3 |
| 26 | FOLD BACK CLIP 32MM | 3 |
| 27 | FOLD BACK CLIP 41MM | 3 |
| 28 | FOLD BACK CLIP 51MM | 3 |
| 29 | RULER | 20 |
| 30 | PUNCHER P-300 | 5 |
| 31 | HIGH LIGHTER ASSORTED COULOUR PACKETS | 10 |
| 32 | USB MEMORY STICK | 20 |
| 33 | STAPLER PAPER PRO | 5 |
| 34 | SCISORS | 15 |



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| | | |
|----|-----------------------|----|
| 35 | GLUE PRITT 43G | |
| 36 | EXAM PAD | 20 |
| 37 | CORRECT IT ROLLER | 20 |
| 38 | FLIP FILE(20 POCKETS) | 24 |
| | | 20 |

Kindly deposit your quotations together with the MBD forms in the tender box situated next to the reception at uPHONGOLO Municipal Offices, 61 Martin Street, Pongola 3170 not later than WENSDAY 15 AUGUST 2018 at 10h00, marked **"QUOTE027/08/18"**

Quotations above R30 000 will be evaluated on the basis 80:20 point system as stipulated in the preferential procurement policy framework (Act number 5 of 2000) and the Municipality's supply chain Management policy and procedures

P. MR J V NKOSI
CHIEF FINANCAIL OFFICER