



INVITATION TO BID

10 AUGUST 2018

Specification: SUPPLY AND DELIVERY OF STATIONERY

All prospective bidders are hereby invited to submit quotations for the following:

| ITEM NO. | DESCRIPTION | Quantity | DETAILS OF OFFER |
|----------|---|----------|------------------|
| 1. | C4 Envelops | 10boxes | |
| 2. | Scissor 210mm | 40 | |
| 3. | Normal stapler (kangaroo DS-435) | 100 | |
| 4. | Giant puncher (Extra Heavy duty puncher 150 sheets) | 10 | |
| 5. | Black click pens | 800 | |
| 6. | File Divider (with alphabets 10 inside a pack) | 100 | |
| 7. | A4 Tokai covers buff 160gsm(100 sheets) | 50 | |
| 8. | A4 Tokai covers green 160gsm(100 sheets) | 50 | |
| 9. | A4 Tokai covers Yellow 160gsm(100 sheets) | 50 | |
| 10. | A4 Tokai covers pink 160gsm(100 sheets) | 50 | |
| 11. | A4 Tokai covers blue 160gsm(100 sheets) | 50 | |
| 12. | A4 Clipboard 240x380mm W479 Robust with heavy duty clip mechanism | 40 | |
| 13. | Highlighters (different colours) | 50 | |
| 14. | DLB Envelops | 50boxes | |
| 15. | A4 Z20 forms | 100 | |
| 16. | Tippex | 30 | |
| 17. | Pritt 43g | 25 | |
| 18. | Permanent marker | 100 | |
| 19. | Whiteboard maker | 100 | |
| 20. | Staple remover(kangaroo SR-300) | 20 | |
| 21. | Note book 2quire | 50 | |
| 22. | Note book 3quire | 30 | |
| 23. | A4 Exam pad | 30 | |
| 24. | Plain frosted sheet (100 sheets) | 30 | |

STATIONERY

The following documents are compulsory for all Bidders:

- CSD report not older than three(3) months
- Certified BBBEE certificate (preference point scoring system 80/20)
- MBD4, MBD 6.1, MBD8 and MBD9 forms must be attached and can be downloaded from www.blouberg.gov.za

All quotations must be submitted in a sealed envelope at procurement office before/on the 21 August 2018 at 12H00 PM, the municipality is not liable to accept the lowest or any other tender.

Channels to be followed in the instance wherein the bidder is aggrieved by the decision taken by the BLM in the implementation of its SCM system, any matter arising from a contract awarded in the course of its SCM system or any matter arising from the contract. (Regulation 49 & 50 of MFMA 56 of 2003)

- The written dispute must be lodged within 14 days of decision to the BLM and attention to Makwela M(015 505 7100)
- The dispute, objection, complaint or query may be referred to the relevant provincial treasury if, it is not resolved within 60 days or no response is received from the municipality within 60 days.
- If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

NB This regulation must not be read as affecting a person's rights to approach a court at any time

For enquiries kindly contact the following officials from 08H00-16H00:

- | | |
|---|-------------------|
| 1. Sekokotla OS (Technical matters) | Tel:015 505 7100 |
| 2. Makgoshing SP (Procurement Officer) | Tel: 015 505 7100 |

Approved by
Municipal Manager

Junias Machaba

Junias Machaba

Date: 10-08-2018



STATIONERY