



INVITATION TO BID

24 July 2017

Specification : Stationery
 Specification no : 05

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

Item NO	DESCRIPTION	Quantity	DETAILS OF OFFER
1	File Fastener	50 box	
2	Received stamp for Expenditure (from 2017-2027)	2	
3	Received stamp (from 2017-2017)	2	
4	C4 Envelopes	5 box	
5	DLB envelopes	5 box	
6	Normal puncher (Rexel P225 Punch medium duty)	20	
7.	12 way surge protection multiplug	10	
8.	Giant puncher (Extra Heavy duty puncher 150 sheet)	10	
9.	Normal stapler (kangaroo DS-435)	30	
10.	Giant stapler (heavy duty stapler deluxe KW 50SE)	10	
11	Rubber /erasers (20 pieces)	10	
12	Tokai cover yellow	30	
13	Tokai cover green	30	
14	Tokai cover pink	30	
15	Tokai cover buff	30	
16	Pritt stick	25	
17	White board marker	30	

The following documents are compulsory for Bidders

- CSD report not older than a month
- Certified BBBEE certificate and serves as an added advantage as evaluations are based on 80/20 Preference point system.
- MBD 4 to be downloaded on municipal website.

All quotations must be submitted in a sealed envelope at tender box before/on the 02 August 2017 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 or Seima L(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:

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

Approved by
Municipal Manager:

Mahaba

Date...24-07-2017

