

# Blouberg Municipality



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## INVITATION TO BID

24 July 2013

### STATIONERY

All prospective bidders registered in our database are hereby invited to submit quotations for the following:

Item No	Description	Quantity	Details of offer
1	A3 Blank pages	04 boxes	
2	Yellow sheets	02 boxes	
3	Acetone 500ML	05	
4	Bostic 100g	130	
5	Glue stick 43g	25	
6	Calculator (Trefoil 4613) 12 Digits	20	
7	Envelopes DLB	10 boxes	
8	File Cover Z 20	10 boxes	
9	Message Pads	50 boxes	
10	Attendance Register Books	05 boxes	
11	Stencils	10	
12	Lexmark PC Unit	12	
13	Tokai Covers (Buff)	50 reams	
14	Tokai Covers (Orange )	30 reams	
15	Tokai Covers (Yellow )	30 reams	
16	Tokai Covers (Pink )	30 reams	
17	Envelopes C4	10 boxes	

The following documents are compulsory :

- Company registration documents
- Valid tax clearance certificate
- BBBEE certificate (not compulsory) will be an added advantage as this bid will be evaluated based on 80/20 Preference point system.

**Closing date for submission 02 August 2013 is at 13H00 PM**

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

Makobela MM                      Tel: 015 505 7100  
Makgoshing SP                      Tel: 015 505 7100

Recommended by SCM: .....

Date: .....

Approved by CFO: .....

Date: .....