

Blouberg Municipality



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INTATION TO BID

23 July 2013

STATIONERY

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

Item No	Description	Quantity	Details of offer
1	File Fasteners 80mm	60	
2	Invoices Mailer	20 boxes	
3	Lever Arch Files	100 boxes	
4	Note books	100	
5	Pens (Black Click)	700	
6	Plain Frosted Sheets	10 reams	
7	Normal Puncture	10	
8	Purchase Requisition Books	20	
9	Scissors	15	
10	Sellotape	10	
11	Staples 26/6	60 boxes	
12	Suspension Files	30 packets	
13	Till Rolls 76x76	150	

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 is 02 August 2013 at 13H00 PM

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

1. Makobela Morris Tel: 015 505 7100/ 071 232 1268
2. Makgoshing Princess Tel: 015 505 7100

Recommended by SCM:

Date:

Approved by CFO:

Date: