



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

**Postal Address**  
Private Bag X07  
CHUENESPOORT  
0745

[www.lepelle-nkumpi.gov.za](http://www.lepelle-nkumpi.gov.za)

**Physical Address**  
170 BA Civic Centre  
Unit F, LEBOWAKGOMO, 0737  
Tel : (+27)15 633 4500  
Fax : (+27)15 633 6896

## REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF PHOTOCOPY PAPERS

### QUOTATION NUMBER: QT001/2017/2018

Suitable service providers are hereby invited to submit formal written quotations for supply and delivery of Photocopy papers.

ITEM NO.	DESCRIPTION	QUANTITY
1	A4 Papers (White) 80g/m <sup>2</sup> (5 reams per box-500 sheets per ream)	300 boxes
2	A3 Papers (White) 80g/m <sup>2</sup> (500 sheets per ream)	100 reams

### Conditions

- Quotations in sealed envelope written notice number must be deposited in the Quotation Box to Supply Chain Management Offices Civic Centre(Next to Security ) Lebowakgomo between 07h30 and 16h30
- Quotations must be accompanied by the following(Failure to attach will lead to disqualifications):
  - Valid Tax Clearance Compliance Status which include a unique Pin
  - Central Supplier Database Summary Report
  - Copy of CK/Company registration certificate,
  - Copy of BBBEE status level certificate from an accredited agency, auditors or accountants,
  - Certified copy of I.D of members or Directors
  - Statement of Water and Lights rates/letter from traditional authority/lease agreement (If the statement of municipal rates and

**MUNICIPAL CALL CENTRE NUMBER: 0800 222 011**

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taxes are not in bidder's name and the bidder is residing in that property, an affidavit from SAPS must be attached.)

- MDB 1, MBD6.1, MBD4, and MBD8 forms and General conditions of contract (GCC) obtainable from the Municipal website ([www.lepelle-nkumpi.gov.za](http://www.lepelle-nkumpi.gov.za)) and Supply Chain Offices which must be completed in full and each page initialized.

- Fixed prices must be valid for at least thirty (30) days.
- Price(s) quoted must be firm and inclusive of VAT
- Quotations must be on an official letterhead of the company
- A firm delivery period must be indicated on the quotation
- Errors and / or omissions in technical specification of the offer, or the prices calculations will disqualify your quotation.
- No pricing option is allowed. Only one price for one brand/product must be supplied.
- Please indicate the brand which is quoted and that which will be delivered, if applicable
- **USAGE OF TIPPEX/ERASING FLUID NOT ALLOWED**
- **Suppliers must be in a position to deliver within at least 14 days upon receipts of an official purchase order.**

Quotations will be evaluated on an 80/20 preference point system. Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, and preferential procurement regulations of 2011. (More information about application and requirements, please refer to MBD 6.1 for compliance and guidance on how to be accredited.

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## Please Note

- No quotation by facsimile or by e-mail will be accepted
- Enquiries in this regard can be directed to **Ms. Ramothole Mantwa** on **015 633 4602** During office hours ( Mobile Office)
- Technical specification enquiries should be directed to **Ms. Talane Alucia** on **015 633 4531** During office hours (Mobile Office)
- Council reserves the right not to accept the lowest or any quotation or to accept part of a quotation ONLY

Issued on 01/08/2017

**Closing date** for submission will be **10/08/2017 at 11H00**

**Ms. SO Mashiane**  
**ACTING MUNICIPAL MANAGER**

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