



# 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 (RFQ)

## SUPPLY AND DELIVERY OF CARTRIDGES

## QUOTATION NUMBER: QT0015/14/15

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

ITEM NO.	DESCRIPTION	QUANTITY
1	HP Laserjet CE505A	20
2	HP Laserjet CE390A	20
3.	HP Laserjet CE2612A	20
4	Lexmark 23	05
5	Lexmark 24	05
6	HP Laserjet colour printer 1025 Cyan,Magenta,Black and Yellow	05

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

***"Motho ke motho ka batho"***



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## 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 and original Tax Clearance Certificate**
  - **Certified copy of CK/Company registration certificate,**
  - **Certified 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**
  - **Non attendance of compulsory briefing session**
  - **MDB 1, MBD6.1, MBD4, and MBD8 forms obtainable from the Municipal website([www.lepelle-nkumpi.gov.za](http://www.lepelle-nkumpi.gov.za)) and Supply Chain Offices.**
- 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 TIPPX/ERASING FLUID NOT ALLOWED**
- **Suppliers must be in a position to deliver within at least 14 days upon receipts of an official purchase order.**

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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.

## Please Note

- No quotation by facsimile or by e-mail will be accepted
- Enquiries in this regard can be directed to **Mantwa** on **015 633 4531**  
During office hours ( Mobile Office)
- Technical specification enquiries should be directed to **Ms Mokgadi Matsapola or Alucia Talane** at **015 633 4521/31**
- Council reserves the right not to accept the lowest or any quotation or to accept part of a quotation ONLY

Issued on 13/11/2014

**Closing date** for submission will be **24 /11/2014 at 11H00**

**Mr. O Mashiane**  
**ACTING MUNICIPAL MANAGER**

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

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