

Ubuntu Municipality



78 Church Street, Victoria west 7070

Tel: 053 621 0026

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NOTICE NO: 22/2021

ADVERT DATE: 08/11/2022

QUOTATIONS ARE HEREBY REQUESTED FOR SUPPLY AND DELIVERY OF STATIONARY TO UBUNTU MUNICIPALITY.

Notice is hereby given in terms of section 111 of the MFMA (No 56 of 2003) and Clause 12(1) of the Municipal Supply Chain Management Policy that Ubuntu Municipality intends to appoint a service provider to supply and deliver of stationary to Ubuntu Municipality.

Description	Quantity	Amount
Rotatrim A4 paper (White) or Equivalent	100 Boxes	
Rotatrim A4 paper (Different Colours)	5 Boxes	
Rotatrim A 3 Paper (White)	5Boxes	
Pens	10 Boxes Black	
Manila Paper (Hard Paper)	300	
Transparents	10 packs	
Envelopes	A3 (2box) A4 (3 Box) 5A (5 Box)	
Lever Arch Files	100	
Counter Books	100	
Sellotape (Big)	50	
16g Memory sticks	10	

The following conditions shall apply:

- The council is not obliged to accept the lowest or any quotation and reserves the right to accept any quotation or portion thereof.
- Quotation must be valid for a period of **90 days** after the closing date.
- Ubuntu Municipality Supply Chain Management Policy will apply
- All documentary proof such as original tax clearance, BBBEE certificate etc. must be submitted along with Quotation.
- Preference will be given to local suppliers.
- Quotation will be evaluated on 80/20 basis.
- The successful bidder must be ready and available to supply the materials.
- Quotation received after the set closing date will not be considered.
- An original tax clearance certificate, and/or the document issued by SARS indicating the tax clearance PIN or CSD MAAA nr must be provided
- Bidders are expected to submit a Rates and Taxes Account of the company and its directors not older than 90 days from the closing date of this bid. Bidders and directors that are renting

premises and are not responsible for the Rates and Taxes Account, should submit a copy of the rental agreement indicating such. Bidders and directors with a Rates and Taxes accounts that have outstanding balances older than 90 days, will be disqualified. Failure to submit a rates and taxes account will lead to automatic disqualification. Refer to UBM SCM Policy.

Written Quotation must reach the Municipal office, 78 church street, Ubuntu Municipality 7070, not later than 12h00 on 15 November 2022

Further details can be obtained from MR. A.Botha at telephone **053 621 0026**.

Website can be visited at www.Ubuntu.co.za


MR. D. Molaole
ACTING MUNICIPAL MANAGER