

## **ERRATUM**

ADVERTING DATE: 20 APRIL 2017

UMZ/2016-17/BTO/002

## SERVICE PROVIDER TO SUPPLY AND DELIVER STATIONERY AS PER SPECIFICATION.

Bidders are hereby invited to submit quotations for Stationery as per specification. Specifications are available at SCM office for free.

## MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. No couriered, faxed, e-mailed and late tenders will be accepted. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere not later than 12h00 noon on 04 May 2017, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof.

The municipality will not make award any award to a person or persons working for the state.

**Enquiries:** All technical enquiries may be directed to Mr L. Hendrick 039 255 8577 / Mr Mbukushe (SCM Manager) 039 255 8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

GPT NOTA (MUNICIPAL MANAGER)



## **ERRATUM: LIST OF STATIONERY**

Numerical – 5 Packs  Monthly - 5 Packs  Sliding Binders –  Small  Medium  Large  Ring Binders ( 25mm)  Ring Binders (20mm)  Small Staples(Size 26/6)  Small Staplers  Highlighters ( Assorted)  Pens: Black Bic  Pilot pen  Plot in each  (50 in each)  5 Boxes  (50 in each)  5 Boxes  (100 in each)  5 Boxes(100 in each)  10 packs(6 in each)  20 Boxes(150 in each)  10 Boxes(10 in each)	Items	Total Number of Quantities
A4 Blue Printing Paper  A4 Yellow Printing Paper  A4 Pink Printing Paper  A5 boxes  A4 Pink Printing Paper  A5 boxes  A7 Ch Lever Files(loose)  A6 Brown Envelopes  A6 Brown Envelopes  A7 Black  A8 Brown Envelopes  A8 Brown Envelopes  A9 Browes  A10 Packs  A10 Pac	A4 White Printing Paper	100 boxes
A4 Yellow Printing Paper A4 Pink Printing Paper A5 boxes Arch Lever Files(loose) A4 Brown Envelopes (250 envelopes per box) Hard Covers Black Hard Covers White Hard Covers Blue Hard Covers Transparent File Dividers Index – Numerical – 5 Packs Monthly - 5 Packs Sliding Binders – Small Medium A Boxes A Boxes Ring Binders (25mm) Ring Binders (20mm) Small Staples(Size 26/6) Small Staplers A Boxes A Boxes Black Bic A Boxes(150 in each) Dens: Black Bic A Bo	A4 Green Printing paper	25 boxes
A4 Pink Printing Paper Arch Lever Files(loose)  A4 Brown Envelopes (250 envelopes per box)  Hard Covers Black Hard Covers White Hard Covers Blue Hard Covers Blue Hard Covers Transparent File Dividers Index – Numerical – 5 Packs Monthly - 5 Packs Sliding Binders – Small Medium January Boxes Ring Binders (25mm) Ring Binders (20mm) Small Staples(Size 26/6) Small Staplers Highlighters( Assorted) Pens: Black Bic Pilot pen  25 boxes 300 loose 10 Packs 10	A4 Blue Printing Paper	25 boxes
Arch Lever Files(loose)  A4 Brown Envelopes (250 envelopes per box)  Hard Covers Black Hard Covers White Hard Covers Blue Hard Covers Transparent File Dividers Index – Numerical – 5 Packs Monthly - 5 Packs Sliding Binders – Small Medium Large Ring Binders (25mm) Ring Binders (20mm) Small Staples(Size 26/6) Small Staplers Highlighters( Assorted) Pens: Black Bic Pilot pen  3 boxes 10 Packs (50 in each) 3 Boxes 3 Boxes 3 Boxes (100 in each) 5 Boxes(100 in each) 30 Loose 10 packs(6 in each) 20 Boxes(150 in each)	<b>A4 Yellow Printing Paper</b>	25boxes
A4 Brown Envelopes (250 envelopes per box)  Hard Covers Black Hard Covers White Hard Covers Blue Hard Covers Blue Hard Covers Transparent File Dividers Index — Numerical — 5 Packs Monthly - 5 Packs Sliding Binders — Small Medium January Banases Ring Binders (25mm) Ring Binders (20mm) Small Staples(Size 26/6) Small Staplers Highlighters( Assorted) Pens: Black Bic Pilot pen Jo Boxes(100 in each) Posses(150 in each)	A4 Pink Printing Paper	25 boxes
(250 envelopes per box)  Hard Covers Black Hard Covers White Hard Covers Blue Hard Covers Blue Hard Covers Transparent File Dividers Index — Numerical — 5 Packs Monthly — 5 Packs Sliding Binders — Small Medium January Banases Ring Binders (25mm) Ring Binders (20mm) Small Staples(Size 26/6) Small Staplers Highlighters (Assorted) Pens: Black Bic Pilot pen Jo Packs 10 Packs (50 in each) 3 Boxes (50 in each) 5 Boxes(100 in each) 5 Boxes(100 in each) 10 packs(6 in each) 20 Boxes(150 in each) 20 Boxes(150 in each)	Arch Lever Files(loose)	300 loose
Hard Covers White Hard Covers Blue Hard Covers Transparent File Dividers Index — Numerical — 5 Packs Monthly - 5 Packs Sliding Binders — Small Medium Large Ring Binders (25mm) Ring Binders (20mm) Small Staples(Size 26/6) Small Staplers Highlighters (Assorted) Pens: Black Bic Pilot pen  10 Packs 10 Packs (50 in each) Spaces (50 in each) Spaces (50 in each) Spaces (100 in each) Spaces (100 in each) Dens: Black Bic Dens: Black Bi	The state of the s	3 boxes
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Hard Covers Transparent File Dividers Index — Numerical — 5 Packs Monthly - 5 Packs Sliding Binders — Small Medium Large Ring Binders (25mm) Ring Binders (20mm) Small Staples(Size 26/6) Small Staplers Highlighters (Assorted) Pens: Black Bic Pilot pen  10 Packs 10 Packs 10 packs 10 in each) 20 Boxes(100 in each) 20 Boxes(150 in each) 20 Boxes(150 in each) 21 Boxes(100 in each) 22 Boxes(150 in each) 23 Boxes(150 in each) 24 Boxes(150 in each) 25 Boxes(150 in each) 26 Boxes(150 in each)	Hard Covers White	10 Packs
File Dividers Index — Numerical — 5 Packs Monthly - 5 Packs Sliding Binders — Small 3 Boxes Medium 3 Boxes Large 3 Boxes Ring Binders ( 25mm) 5 Boxes(100 in each) Ring Binders (20mm) 5 Boxes(100 in each) Small Staples(Size 26/6) 30 loose Small Staplers 30 Loose Highlighters( Assorted) 10 packs(6 in each) Pens: Black Bic 20 Boxes(150 in each) Pilot pen 10 Boxes(10 in each)	Hard Covers Blue	10 Packs
Numerical – 5 Packs  Monthly - 5 Packs  Sliding Binders –  Small  Medium  Large  Ring Binders ( 25mm)  Ring Binders (20mm)  Small Staples(Size 26/6)  Small Staplers  Highlighters ( Assorted)  Pens: Black Bic  Pilot pen  Plot in each  (50 in each)  5 Boxes  (50 in each)  5 Boxes  (100 in each)  5 Boxes(100 in each)  10 packs(6 in each)  20 Boxes(150 in each)  10 Boxes(10 in each)	<b>Hard Covers Transparent</b>	10 Packs
Monthly - 5 Packs  Sliding Binders — (50 in each)  Small 3 Boxes  Medium 3 Boxes  Large 3 Boxes  Ring Binders (25mm) 5 Boxes(100 in each)  Ring Binders (20mm) 5 Boxes(100 in each)  Small Staples(Size 26/6) 30 loose  Small Staplers 30 Loose  Highlighters( Assorted) 10 packs(6 in each)  Pens: Black Bic 20 Boxes(150 in each)  Pilot pen 10 Boxes(10 in each)	File Dividers Index –	10 Packs
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Small Staplers  Highlighters( Assorted)  Pens: Black Bic  Pilot pen  20 Boxes(150 in each)  10 Boxes(10 in each)		5 Boxes(100 in each)
Highlighters( Assorted) 10 packs(6 in each) Pens: Black Bic 20 Boxes(150 in each) Pilot pen 10 Boxes(10 in each)	Small Staples(Size 26/6)	30 loose
Pens: Black Bic 20 Boxes(150 in each Pilot pen 10 Boxes(10 in each)	Small Staplers	30 Loose
Pens: Black Bic 20 Boxes(150 in each Pilot pen 10 Boxes(10 in each)	Highlighters( Assorted)	10 packs(6 in each)
	Pens: Black Bic	20 Boxes(150 in each)
		10 Boxes(10 in each)
	Led Pencils	10 Boxes(10 in each)

Eraser	5 Boxes(10 in each)
Rubber Bands	10 Boxes
Sign here	5 Packs(5 in each)
Sticky Notes	5 Packs (5 in each)
Scientific Calculator	3
Financial Calculator	4