



UMZIMVUBU

— LOCAL MUNICIPALITY —

Person dealing with this matter: Mr. Lwana

Date: 02 SEPTEMBER 2013

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotation
TO SUPPLY AND DELIVER STATIONERY FOR SP & COMMUNICATION DEPARTMENT.

Closing Date for submissions is 12/09/2013 @12:00

For any enquiries & specification, please contact Supply Chain Management Office @ tell:
039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE. AND SUBMISSION ARE TO BE MADE AT SCM OFFICE, BBBEE VERIFICATION CERTIFICATE MUST BE ATTACHED AND A VALID TAX CLEARANCE CERTIFICATE.

Mr. GPT Nota

Municipal Manager



UMZIMVUBU

LOCAL MUNICIPALITY

MEMORANDUM

PERSON DEALING WITH THE MATTER: Y. Libala

TO : SUPPLY CHAIN
FROM : SP & COMMUNICATION
DATE : 21 August 2013
SUBJECT : REQUEST FOR STATIONERY

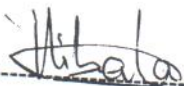
This serves to request the following stationery:

- White printing paper x 5 boxes (Rota trim)
- Green printing paper x 1 box
- Yellow printing paper x 1 box
- Binding hard covers -red x 1 pack
- Binding hard covers- white x 1 pack
- File fasteners x 2 boxes
- Folders (green) x 2 packs
- File dividers x 30 packets (alphabets)
- File dividers x 30 (Jan-Dec)
- Pentel liquid gel ink 0.7 mm ball- black x 4 boxes
- Uniball vision elite 0.8mm –black x 6 boxes
- Bic click pens (black) x 3 boxes
- Permanent marker –bullet tip (black) x 4
- Sign here flags x 10
- A4 Arch Lever files x 100
- Slide binders – black X 3 packet (small)
- Stapler -rexel x 3
- Staples x 3 boxes
- Giant stapler x 1
- Staples for giant stapler x 2 boxes
- Ink for stamp x 2
- A4 Brown envelopes x 1 box
- 2 hole DP800 Punch x 1

- HP Cartridge 920 XL Magenta x 6
- HP Cartridge 920 XL Yellow x 6
- HP Cartridge 920 XL Cyan x 6
- HP Cartridge 920 XL Black x 6
- HP Cartridge black CF210A x 4
- HP Cartridge blue CF211A x 4
- HP Cartridge pink CF212A x 4
- HP Cartridge yellow CF213A x 4
- HP Cartridge Black CE320A x 4
- HP Cartridge Magenta CE323A x 4
- HP Cartridge Yellow CE322A x 4
- HP Cartridge Cyan CE321A x 4
- Scissors x 4
- Pritt glue sticks -40g x 2
- Bostik Prestik x 6

I hope you will find this in order.

Regards,



Y. LIBALA
P.A. – MANAGER: SP & COMMUNICATION

Approved / Not Approved



Mr S. KULU
MANAGER: SP & COMMUNICATION