



**UMZIMVUBU**  
LOCAL MUNICIPALITY

Person dealing with this matter: Ms. N.Siwahla

Date: 04 JULY 2014

**Request for Quotation**

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **FOR SUPPLY AND DELIVERY OF STATIONERY AS PER THE SPECIFICATION.**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL APPLY AS FOLLOWS:**

**PRICE : 80**

**BBB-EE : 20**

Closing Date for submissions is 14/07/2014 @12:00.

For any enquiries & specification, please contact Supply Chain Management Office @ tel: 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. FURTHER MORE, NO QUOTATION(S) WILL BE CONSIDERED FROM COMPAN(Y)IES NOT REGISTERED IN THE ULM SUPPLIER DATABASE. LATE QUOTATIONS WILL NOT BE ACCEPTED.**

**QUOTATIONS AND DOCUMENTS SUBMITTED WILL NOT BE ACCESSIBLE TO THE SUPPLIER/ BIDDER AS THEY WILL BE IN CONTROL AND IN CUSTODY OF THE MUNICIPALITY.**

Mr. GPT Nota

Municipal Manager

813 Main Street, Mount Frere  
P/Bag 9020, Mt Frere, 5090  
T. 039 255 8500| F. 039 255 0032  
www.umzimvubu.gov.za

**NB: QUOTES SHOULD BE DONE SEPARATELY  
AS PER SPEC 01, 02 & 03**

UPHULISO KUMNTU WONKE



**UMZIMVUBU**  
LOCAL MUNICIPALITY

**MEMORANDUM**

Personal dealing with the matter: Miss A. Ntongana

**TO** : Supply Chain Management Unit  
**FROM** :  
**DATE** : 01 July 2014  
**SUBJECT** : Request for stationery

SPEC FOR ULM STATIONERY

NO	DESCRIPTION	QUANTITY
1.	Arch Liver Files	77 boxes(25 inside box)
2.	White printing Papers A4	324 boxes
	A3	1 Box
3.	Suspension Files	8 boxes
4.	Portable bantex suspension files	7500
5.	Bantex suspension file	5200
6.	Yellow printing paper	5 boxes
7.	Green papers	10 boxes
8.	Pink papers	3 papers
9.	Letter tray(mounted plastic trays & 3 tier frames)	5
10.	Ten to view File Dividers	1 box
11.	Sign Here/ Post it	5 packs

813 Main Street, Mount Frere  
P/Bag 9020, Mt Frere, 5090  
T. 039 255 8500| F. 039 255 0167  
E. Ntongana.Asithethi@umzimvubumun.org.za | www.umzimvubu.gov.za

12.	File Fasteners	5 boxes
13.	Packing Tape (clear)	5X 50x100
14.	Folders	3 box
15.	Metal files fastener	5 x box

02



## MEMORANDUM

Personal dealing with the matter: Miss A. Ntongana

	<b>Cartridge:</b> 950 black 951 XL MAGENTA 951 XL CYAN 951 XL YELLOW	25 20 20 20
	<b>Cartridge:</b> 178 CYAN 178 MAGENTA 178 YELLOW 178 BLACK CB317HE(SMALL) 178 BLACK XL	15 15 15 15 15
	<b>Cartridge:</b> 131A(CF210A) 131A(CF212A) 131A(CF211A) 131A(CF213A)	25 15 15 15
	Black pen unit-ball jet stream gel ink(rubber grip0	3
	<b>Cartridge:</b> CB540 CB541 CB542 CB543	2 2 2 2
	<b>Cartridge:</b> 125A BLACK 125A CYAN 125A MAGENTA 125A YELLOW	5 5 5 5
	<b>Cartridge:</b> HP655 MAGENT HP655 CYAN HP655 BLACK HP655 YELLOW	10 10 10

		10
37	<b>Cartridge:</b> HP 901XL BLACK HP 901XL TRI COLOR	20 10

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\_\_\_\_\_ **Date**

### MEMORANDUM

Personal dealing with the matter: Miss A. Ntongana

16.	<b>Cartridges:</b> CB 540 CB 541 CB 542 CB 543	5 5 5 5
17.	<b>Cartridges:</b> CE 320A CE 321A CE 322A CE 323A	5 5 5 5
18.	<b>Cartridges: HP1415</b> CE 320A CE 321A CE 322A CE 323A	30 26 26 26
19.	<b>Cartridges:</b> CF 210 CF 211 CF 212 CF 213	10 10 10 10
20.	<b>CE 314A(HP Color LaserJet, Imaging Drum)</b>	5
21.	Transparent paper	20 Packs (of 100 inside)
22.	Hard Covers (Black)	20 packs (of 50 inside)
23.	Slinding Binder( Medium & Big)	5 Boxes
24.	A4 envelops	9 Boxes
25.	A5 envelops	1
26.	Lever Arch files-JD1022	10
27.	Tele-message book duplicate JD40M	2

28.	55A cartridge	12
29.	Laserjet print cartridge 80A/CF280A	10
30.	85A cartridge	6
31.	Delivery book JD413	2
32.	<b>Cartridge:</b> 920 XL-YELLOW 920 XL BLACK 920 XL MAGENTA  920 XL CYAN HP 12A	20 20 20  20 02
33.		
	<b>Cartridge:</b> Premium laser toner 128 Premium laser toner 728 Premium laser toner 328	2 2 2