

**SUPPLY CHAIN MANAGEMENT OFFICE**

<b>PUBLIC NOTICE</b>	<b>SCM009./2020/2021</b>	<b>DATE</b>	01/09/20
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**MOSES KOTANE LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT FORMAL WRITTEN PRICE QUOTATION FOR SUPPLY AND DELIVERY OF STATIONERY FOR MKLM LIBRARIES.**

**THE APPOINTED SERVICE PROVIDER IS EXPECTED TO DELIVER ACCORDING TO THE FOLLOWING SPECIFICATIONS:**

	<b>DESCRIPTION</b>	<b>QUANTITY</b>
1.	Shredder, shredmaster, P180CD	1
2.	Library desensitizer ( EM-500)	3
3.	Book cover, plastic, clear, 300mm x 50m	10 roll
4.	Book cover, plastic, clear, 400mm x 50m	10roll
5.	Book cover, plastic, clear, 600mm x 50m	10 roll
6.	Book cover, vista foil, 80Micro, 300mm x 50m	10 roll
7.	Book repair tape, archival document	8
8.	Book repair tape, diamond foil, clear, 36mm x 50m	8
9.	Book repair tape eurocell magic, 18mm x 50m (magictape)	40
10.	Book repair glue	8
11.	Pouch, A3, 250 micron	8 pac
12.	Pouch, A4, 250 micron	10 pac
13.	Ink, numbering machine ink, 28ml	10

MKLM plans to address socio-economic issues (with specifics on numbers to be achieved) which include:

1. Maximisation of job opportunities (labour histograms);
2. Creation of opportunities and meaningful involvement of local SMMEs;
3. Proof of office locality (e.g. municipal account, title deed, and lease agreement etc. must be attached

Bids will be evaluated and adjudicated in accordance with the following legislation:



1. The municipal Finance Management Act
2. Supply Chain Management Policy of MKLM
3. PPPFA and associated regulations
4. 80/20 preference point system will be applied to this bid.

**\*\*\*\*\*IMPORTANT NOTE.**

**THE FOLLOWING COMPULSORY RETURNABLE DOCUMENTS MUST BE SUBMITTED TOGETHER WITH A QUOTATION. NONE SUBMISSION OF THESE DOCUMENTS WILL INVALIDATE YOUR QUOTATION.**

**COMPULSORY LIST OF RETURNABLE DOCUMENTS**

1. Fully Completed MBD 4 – Declaration of interest form – obtainable from SCM office / rates hall / municipal website
2. Fully Completed MBD 9 – Certificate of independent Bid Determination – Obtainable from SCM office / rates hall / municipal website
3. BBB-EE Certificate/Sworn affidavit – no certificate attached, no points
4. Certified Green Bar Coded ID or Smart Card of company directors/Members/Owner
5. Tax Clearance certificate/tax pin number
6. Central Suppliers Database registration report (CSD)
7. Company Registration Certificate (except for Sole Proprietors)
8. Current Statement of municipal account (rates and taxes) not older than 3 months. Provide affidavit from south African Police(SAPS)and Proof of residence if working from home
9. Provide affidavit from south African Police(SAPS)and Proof of residence if you reside in a village where you do not pay rates and taxes **“stating that you do not pay rates and taxes of the company and you are working from home”**
10. Current statement of Municipal account(rates and taxes)not in Arrears for the period of over three months, proof of residence for directors/members of the company or close corporation and affidavit stating that you work from home and you are not paying rates and taxes of the company.

**NB: COPIES OF CERTIFIED COPIES WILL NOT BE ACCEPTABLE.**

**NB: IF RATES AND TAXES ARE IN ARREAS FOR MORE THAN 90 DAYS, BIDDERS WILL BE DISQUALIFIED.IT IS THE RESPONSIBILITY OF THE BIDDER TO PROOF THAT NEITHER THE ENTITY/COMPANY NOR ITS DIRECTORS (IN THEIR INDIVIDUAL CAPACITY) DO NOT OWE MUNICIPAL RATES AND TAXES.**

Enquiries: Seageng Marule  
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Fax : 014 555 6368  
Ref.:  
E-mail: [SLetsholo@moseskotane.gov.za](mailto:SLetsholo@moseskotane.gov.za)



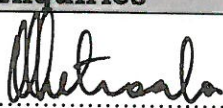
**MOSES KOTANE**  
LOCAL MUNICIPALITY

Quotations can be marked for the attention of the Municipal Manager, **"SCM.229./2020/2021- SUPPLY AND DELIVERY OF STATIONERY FOR MKLM LIBRARIES** and deposited in the Tender box situated at Civic Centre, Rates Hall.

<b>CLOSING DATE</b>	08/09/2020
<b>TIME</b>	10H00

- The municipality reserves the right to negotiate conditions and requirements with the successful bidder and is not obliged to appoint the lowest or any proposal submitted.
- Quotations received after the closing date and time will not be accepted.

Enquiries can be directed as follows		
<b>Specifications Enquiries</b>	Mr B.L Matini	078 193 6758
<b>Procurement Enquiries</b>	Ms S Marule	060 982 2001

  
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Mr. M.V Letsoalo  
MUNICIPAL MANAGER