

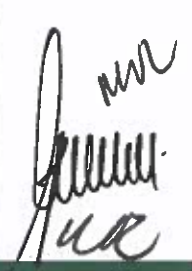
**SUPPLY CHAIN MANAGEMENT OFFICE**

<b>PUBLIC NOTICE</b>	<b>SCM.923./2022/2023</b>	<b>DATE</b>	02/12/2022
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**MOSES KOTANE LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT FORMAL WRITTEN PRICE QUOTATION FOR SUPPLY AND DELIVERY OF SPECIALIZED STATIONERY FOR MKLM LIBRARIES.**

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

	<b>DESCRIPTION</b>	<b>QUANTITY</b>
1.	Laminator machine A3 size	2
2.	Library Tag book activator machine	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, poly wrap 80 self-adhesive Micron, 300mm x 50m	15 roll
7.	Lamination pouch A3 (100 per on pack)	X10 packs
8.	Laminating pouch A4 (100 per on pack)	X25 packs
9.	Tattle tapes (1000 strips per box)	X10 box
10.	Colora both cloth 2m	2
11.	Bookbinder mull	100 m
12.	NT cutter	2
13.	Adhesive tape 18mm x 50mm	20
14.	Croxley cash receipt book (number-duplicate)	10
15.	Correction pen	20
16.	Hard cover 180 gsm (5 assorted colours)	20 packs
17.	Thin/medium cotton twine	1
18.	Dorco cutting knife (mini)	2
19.	Pocket file (100 inside)	10 packs
20.	Pritt poral wood glue	40 500ml
21.	Calculator M520 NC	4
22.	Retractable wax crayons	40 packs
23.	Soft crip scissors	16
24.	Green pens	2 box



25.	Jumbo wax crayons	40 pack
26.	Notice board pins drawing	10 pack
27.	A5 size counter book	30
28.	A4 envelops	2 box
29.	Metal book end	50
30.	HB pencil (12 inside)	10 box
31.	Steel desk 2 tier (letter tray, pencil holder & cube holder)	16
32.	Soft cover 80gsm (5 assorted colours)	20 packs

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:

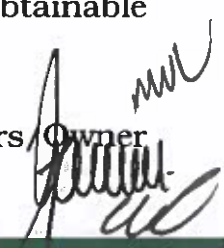
1. The municipal Finance Management Act
2. Supply Chain Management Policy of MKLM
3. PPPFA and associated regulations
4. 80/20 preference point system will be applied to this bid.

**\*\*\*\*\*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.**

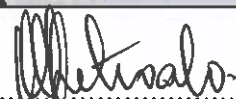
**NB: IF RATES AND TAXES ARE IN ARREAS FOR MORE THAN 90 DAYS, BIDDERS WILL BE DISQUALIFIED.IT IS THE RESPONSIBILITY OF THE BIDDER TO PROOF THAT NEITHER THE ENTITY/COMPANY NOR ITS DIRECTORS (IN THEIR INDIVIDUAL CAPACITY) DO NOT OWE MUNICIPAL RATES AND TAXES.**

Quotations can be marked for the attention of the Municipal Manager,  
**“SCM.023./2022/2023– SUPPLY AND DELIVERY OF SPECIALIZED STATIONERY FOR MKLM LIBRARIES** and deposited in the Tender box situated at Civic Centre, Rates Hall.

<b>CLOSING DATE</b>	15/12/2022
<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.**

<b>Enquiries can be directed as follows</b>		
<b>Specifications Enquiries</b>	Ms M Ngoako	014 555 1449
<b>Procurement Enquiries</b>	Ms S Marule	060 982 2001

  
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Mr. M.V Letsoalo  
MUNICIPAL MANAGER

