

**UMASIPALA  
WASOLUNDI**

**“ The City of Heritage ”**



**ULUNDI  
MUNICIPALITY**

QUOTE NO 02/2012/2013

**REQUEST FOR FORMAL WRITTEN QUOTATIONS**

Bids are hereby invited from suppliers registered on the Ulundi Municipality supplier database for the supply and delivery of Stationery Items as detailed in the specification.

The quotation must be submitted on the letterhead of your enterprise in a sealed envelope clearly indicating the quote number addressed to reach us by not later **17 July 2012 before 12:00**

Tel. 035 874 5221      Fax. 035 874 5206

**NB: ONLY THE FAXED QUOTATION ACCEPTED**

Supply Chain Management Unit, Ulundi Municipality, Cnr. Princess Magogo Str. And King Zwelithini Str.

The following conditions will apply:

- Prices quoted must be valid for at least thirty (30) days from the date of your offer.
- Prices quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- A valid original tax clearance certificate must be supplied with the quotation.
- NB: No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.
- The Ulundi Municipality reserves the right to accept the quote in whole or in part.

**SPECIFICATION**

<b>Stock code</b>	<b>Quantity</b>	<b>Description</b>
G010027	30	PRESTIK/BOSTIK 100G
G060004	200	PEN BLACK BIC CLIC MED POINT
G060003	50	PENCIL H.B 110
G050031	200	CLEAR SHEETS A4 PLASTIC
G050034	30	INDEX A4 PAPER RAINBOW (FILE DIVIDER)
G110024	20	TAPE CINTA PACKAGING BUFF 48 X 100M
G040010	15	STAPLERS FULL STRIP NO.2
G180008	20	LETTER TRAYS PLASTIC RAKES
G220007	25	PAPER A4 CHERRY 80G
G180009	25	PAPER A4 CANNARY 80G
G090005	20	PENS DESK SOLO SER BLACK
G190027	5	SHEETS A4 REAM LINE 160G
G020028	60	PAPER CLIPS W287 LARGE
G070003	15	SELLOTAPE 12X 66 MM
G010018	10	COPY STAND NIFTY
G020005	30	CUBE REFILLS RAINBOW COLOURS
G020028	60	CLIPS PAPER W287 LARGE
G050012	30	INDEX A4 PLASTIC 10 TAB SETS
G220018	100000	PAPER CONTINUOUS 1 PART 216X370 MM
G210023	500	FILES OVERLAPING FOLDERS ASS COLOURS
G060037	50	PENS BLACK BIC FINE POINT
G010028	3000	ENVELOPES WHITE NO WINDOW 110X220MM
G060005	50	PENS RED BIC CLIC CRYSTAL
G040026	30	FLIP FILES A4 POCKETS
G070006	24	REMOVER STAPLES

APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_

MUNICIPAL MANANGER