



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: SCM-FDDM 117/ 2012-13**

Date: 10 May 2013

Dear: Service provider

### **Request for Formal Written Quotation**

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

### **REQUEST FOR PROCUREMENT OF PRINTING MATERIAL**

- SEE THE ATTACHED

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Friday the 17<sup>th</sup> May 2013 on or before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following condition will apply:

- Prices quoted must be valid for at least (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, **that is no later than ten (10) working days after issuing an order.**

- For all transaction exceeding R 30 000.00 your SARS tax Clearance certificate must be furnished.
- Copy of company registration reflecting equity owned by the members.
- BBBEE Verification Certificate
- **Municipal rates & taxes** information in the bid document must be duly completed by local municipality or your landlord.
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the preferential procurement policy.

**POINTS ALLOCATION FOR 80/20 PRINCIPLE:**

- ❖ PRICE 80
- ❖ PROSPECTIVE BIDDERS WHO WISH TO CLAIM THIS POINTS ARE REQUESTED TO ATTACH THEIR **BBBEE** RATING CERTIFICATE. 20

Failure to comply with these conditions may invalidate your offer.

**NB: Forms for claiming preferential points are available from procurement offices at a cost of R40.00 per copy.**

Yours Faithfully

  
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GCOBANI MASHIYI  
CHIEF FINANCIAL OFFICER

PRINTING

PRINTING PAPER A4 WHITE	40 BOXES
Canon 520PGBK pgi-520bk (ink tank) X3	4
Canon 521M cli-521m (ink tank) X3	4
Canon 521Y cli -521m (ink tank) x3	4
Canon 521C cli-521c (ink tank)x3	3
Canon 521 cli-521BK cli-521bk (ink tank)x3	3
CANON PIXMA IP4500	9 PER CARTRIDGE
HP OFFICEJET J3680 ALL IN ONE	9 PER CARTRIDGE
LEXMARK 240	4
HP LASER JET P1006	3
Hp Office jet J4580 All in one cartridges	4
HP Laser jet P1505	6
HP Laser Jet P1102	6
Samsung ML1670	6
HP Office Jet 4500	9
HP Laser Jet P1102w	4

*Handwritten signature*