



SPECIFICATION

APPOINTMENT OF PANEL OF SERVICE PROVIDERS, FIVE (5), FOR SUPPLY AND DELIVERY OF STATIONERY ON AN AS AND WHEN REQUIRED BASIS.

1. PURPOSE AND SCOPE

Musina Local Municipality hereby invites service provider to bid for the supply and delivery of Stationery for a period of three (3) years.

The bids will be evaluated on the 80/20 preference points system as prescribed by the preferential procurement regulations, 2022.

2. Abbreviations

Name	Description

3. Queries and Contact Information

All queries regarding the bid must be submitted in writing by email, which will in turn be recorded. A written response will then be emailed to all bidders. No telephonic queries will be answered. Contact details for queries are:

Technical Specifications:

Tshinavhe Amon

Manager: Assets

amont@musina.gov.za

Supply Chain Requirements:

Mary Siziba

SCM Manager

Marys@musina.gov.za

4. Compulsory Briefing Meeting/session

No compulsory briefing meeting will be held

5. Scope of work and parameters

All other related costs such as transportation should be factored into price per unit.

5.1 Contract Period

The contract will be for a period of three (3) years from the date of signing service level agreement with the municipality.

5.2 Tender scope

The service provider will be required to supply and deliver items to the municipality

6. Specification

Item no	Item description	Item Specification	Qty	Cost per unit YEAR 1	Cost per unit YEAR 2	Cost per unit YEAR 3	TOTAL COST ®
1	Rubber bands	<ul style="list-style-type: none"> • Cut Size(mm): 32 • 100g • Flat Length doubled(mm): 75 • Width:1/8 	1 packet	R	R	R	R
2	Receipts Book	<ul style="list-style-type: none"> • Customised design with Municipal logo 	1	R	R	R	R
3	Desktop calculators	<ul style="list-style-type: none"> • 12 digit LCD screen • dual power(solar cell & battery) • kick stand • GT function • Resumes plus • Answer check function • Tax function 	1	R	R	R	R

		<ul style="list-style-type: none"> • Day/date calculation • Dimension: 107(w) x 169(D) x 19(H) mm 					
4	Tally rolls	<ul style="list-style-type: none"> • Dimensions: 80 x 83mm • Length:56m~96M • Paper type :Thermal 	1	R	R	R	R
5	Photocopy paper	<ul style="list-style-type: none"> • A4 • Various colour • 500 sheets per pack • 80gsm • 210 x 297 mm 	1 Ream	R	R	R	R
6	Photocopy paper	<ul style="list-style-type: none"> • A3 • White • 160CIE WHITE • 80gsm 	1	R	R	R	R
7	Letter trays	<ul style="list-style-type: none"> • A4 Moulded plastic trays • Set of 3 trays with 3 tier moulded plastic frame • Non-skid feet • 235 x 320 mm 	1	R	R	R	R
8	Project/card Boards	<ul style="list-style-type: none"> • A4 (210 x 297mm) • 160gsm • 100 sheets per pack 	1	R	R	R	R
9	Clear glue	<ul style="list-style-type: none"> • General purpose clear adhesives • Package size: 50ml tube • Acid free • Non warping • Quick drying 	1	R	R	R	R
10	Compact disk(cd)	<ul style="list-style-type: none"> • Type: CD-R • CD storage capacity: 700 MB • CD write speed: 52x 	1	R	R	R	R

11	Counter books	<ul style="list-style-type: none"> • 3 quire • A4 • Feint and margin • 288 pages 	1	R	R	R	R
12	Desk cube paper - holders	<ul style="list-style-type: none"> • 100 mm x 100mm x 100mm • Blue • For use with note paper blocks 	1	R	R	R	R
13	Envelopes	<ul style="list-style-type: none"> • DL • 110 x 220mm white window • Self-seal 	1	R	R	R	R
14	Envelopes - c4	<ul style="list-style-type: none"> • 324 x 229mm • Brown • 250 per box • Self-seal 	1	R	R	R	R
15	Erasers	<ul style="list-style-type: none"> • Rubber pencil eraser • white 	1	R	R	R	R
16	File fasteners	<ul style="list-style-type: none"> • Metal • 80mm • 50 per packet 	1	R	R	R	R
17	Lever arch files	<ul style="list-style-type: none"> • Black mottle • Metal compressor 	1	R	R	R	R
18	Parker pen refills	<ul style="list-style-type: none"> • Colour : Black ink • Nib Size: 0.7mm • Dimensions: 560mm(L) x 10mm(W) x 165mm(H) 	1	R	R	R	R
19	Pencil	<ul style="list-style-type: none"> • 100mm(L) x 250mm(W) x 1,000mm(H) • Lead Size: 2mm • Sharpened 	1	R	R	R	R
20	Pen	<ul style="list-style-type: none"> • Black • Gel ink 	1	R	R	R	R

		<ul style="list-style-type: none"> • Retractable • 0.7mm tip • Soft grip for better holding 					
21	Pen	<ul style="list-style-type: none"> • Blue • Gel ink • Retractable • 0.7mm tip • Soft grip for better holding 	1	R	R	R	R
22	Pen	<ul style="list-style-type: none"> • Red • Gel ink • Retractable • 0.7mm tip • Soft grip for better holding 	1	R	R	R	R
23	Permanent markers	<ul style="list-style-type: none"> • Assorted colours • Xylene free. • Water resistant. • Dries instantly. • Chisel tip. 	1	R	R	R	R
24	Photo copy paper	<ul style="list-style-type: none"> • A4 • 80g/m2 • 210 x 297mm • 500 sheets per ream • 5 reams per box • 160 CIE whiteness 	1 box	R	R	R	R
25	Post-it mini flags	<ul style="list-style-type: none"> • Printed flags • 45 x 12 mm • 150 sheets • 5 pads per pack • Sign here printed on flags • Various colours per pack (5) 	1	R	R	R	R

26	Multi tack adhesive	<ul style="list-style-type: none"> • 100g • Re-usable adhesive • Acid free 	1	R	R	R	R
27	Glue stick	<ul style="list-style-type: none"> • 43g glue stick adhesive • Material : petroleum resin. • Diameter : 11.2mm Length:30cm. • Quick sticking • Non-toxic odourless • For papers 	1	R	R	R	R
28	Rulers	<ul style="list-style-type: none"> • 30cm • shaterproof 	1	R	R	R	R
29	Foldback clip	<ul style="list-style-type: none"> • 32mm 	1	R	R	R	R
30	Foldback clip	<ul style="list-style-type: none"> • 40mm 	1	R	R	R	R
31	Foldback clip	<ul style="list-style-type: none"> • 50mm 	1	R	R	R	R
32	File dividers	<ul style="list-style-type: none"> • Bright Board A4 File Dividers • 10 Tabs of 5 Assorted Colours 	1	R	R	R	R
33	Finger cones	<ul style="list-style-type: none"> • Rubber finger cones with rough finishes for counting or paging with ease • Various sizes 	1	R	R	R	R
34	Folders files	<ul style="list-style-type: none"> • Various colours • 180 gsm 	1	R	R	R	R
35	Laminating pouches	<ul style="list-style-type: none"> • A4 • 75 mic gloss • 100 per packet 	1	R	R	R	R
36	Notebook	<ul style="list-style-type: none"> • Short hand • A5 • Side spiral • 140 pages 	1	R	R	R	R
37	Paper clips	<ul style="list-style-type: none"> • Silver • 50mm 	1	R	R	R	R

38	Flip files	<ul style="list-style-type: none"> • Flip file display book A4 • 20 POCKET 	1	R	R	R	R
39	Post-it notes	<ul style="list-style-type: none"> • 25 sheets per pad, • 5 pads per bundle • 45mmx12mm 	1	R	R	R	R
40	Scissors	<ul style="list-style-type: none"> • 210mm • Orange handles 	1	R	R	R	R
41	Correction fluid	<ul style="list-style-type: none"> • Pen type • 7ml • Metal tip 0.8mm 	1	R	R	R	R
42	Two hole Punch	<ul style="list-style-type: none"> • Heavy duty • 60 pages • With metal guide 	1	R	R	R	R
43	Staple remover	<ul style="list-style-type: none"> • Ideal for removing standard stapliers 	1	R	R	R	R
44	Highlighters	<ul style="list-style-type: none"> • Bright liner • Assorted colours 	1	R	R	R	R
45	Desk cube paper refills	<ul style="list-style-type: none"> • 10 x 10cm • white 	1	R	R	R	R
46	Examination pads	<ul style="list-style-type: none"> • A4 • 100 pages • Punched • No shrinkwrap 	1	R	R	R	R
47	File dividers /indexes	<ul style="list-style-type: none"> • A4 • Poly prop • 160gsm • Jan-Dec 	1	R	R	R	R
48	Paper clips	<ul style="list-style-type: none"> • Giant 	1	R	R	R	R
49	Staples	<ul style="list-style-type: none"> • 26/6 • Chisel point • 5000 pieces per box 	1	R	R	R	R

50	Staplers	<ul style="list-style-type: none"> • Standard • Fits 26/6 staples • Full strip metal stapler with rubber base • Staples up to 20 sheets 	1	R	R	R	R
51	Staplers	<ul style="list-style-type: none"> • heavy duty • fits 23/13; 23/10; 23/8/23/6 staples • 100 pages 	1	R	R	R	R
52	Pens - permanent marker art line ek70	<ul style="list-style-type: none"> • Bullet point • Instant drying alcohol based ink -Low odour -Ink is Xylene free and RoHS compliant -Hard wearing aluminium barrel -Bullet nib with a 1.5mm line width -For general purpose marking 	1	R	R	R	R
53	packing tape	<ul style="list-style-type: none"> • 48mm x 40m • clear 	1	R	R	R	R
54	Ink liquid	<ul style="list-style-type: none"> • Black • 30 ml • Indorsing ink 	1	R	R	R	R
55	Card board	<ul style="list-style-type: none"> • A4 • White 	1	R	R	R	R
56	Desifix rolls	<ul style="list-style-type: none"> • Size: 45cm x 5m • Clear self-Adhesive Roll 	1	R	R	R	R
57	Desk tidy tubes	<ul style="list-style-type: none"> • 90 x 90 x 90mm 	1	R	R	R	R
58	Two hole punch	<ul style="list-style-type: none"> • Low duty • 20 pages with guide • Hard drills • Handle lock • Plastic ruler plate • Adjustable paper gauge • Easy waste disposal 	1	R	R	R	R

59	Sello Tape	<ul style="list-style-type: none"> • 12mm x 33mm • clear 	1	R	R	R	R
60	Books	<ul style="list-style-type: none"> • Sec 56 summon traffic book. (according to end user design) 	1	R	R	R	R
61	Pens - white board markers	<ul style="list-style-type: none"> • Low odour, quick drying ink. Suitable for most non-absorbent whiteboard surfaces. Excellent erasability with a dry cloth or board eraser. 24 hour cap off time. 	1	R	R	R	R
62	Envelopes -	<ul style="list-style-type: none"> • C5 	1	R	R	R	R
63	plastic pockets	<ul style="list-style-type: none"> • A4 • Display book • 30 pockets 	1	R	R	R	R
64	counter books	<ul style="list-style-type: none"> • A5 • 2 quire • 128 pages • Feint & margin 	1	R	R	R	R
65	Pencil sharpener	<ul style="list-style-type: none"> • 2 Hole Metal Pencil Sharpeners 	1	R	R	R	R
66	Pen stand holder	<ul style="list-style-type: none"> • An attractive and handy round pen stand in black color. Designed out of high-quality rolled mesh metal for strength and durability 	1	R	R	R	R
67	Punches small	<ul style="list-style-type: none"> • Hard drills • Handle lock • Plastic ruler plate • Adjustable paper gauge • Easy waste disposal 	1	R	R	R	R
68	Dvd's Rw	<ul style="list-style-type: none"> • Native capacity: 4.7 GB, Type: DVD-RW, Optical disc diameter: 120 mm. Package type: jewelcase. DVD write speed: 4x • 5 per packet 	1	R	R	R	R

69	Counter book	<ul style="list-style-type: none"> • A4 • 2 Quire • 192 pages • Feint & margin 	1	R	R	R	R
70	staples	<ul style="list-style-type: none"> • 23/24 • Chisel point • 180 sheets capacity 					
71	Sticky note pad	<ul style="list-style-type: none"> • 38mm x 51mm • 4 colours • 800 sheets(200 sheets per colour) • Self adhesive 					
72	File dividers /indexes	<ul style="list-style-type: none"> • 31 position index tabs • Assorted colour tabs • 160gsm • Poly prop 					
73	File dividers /indexes	<ul style="list-style-type: none"> • A to Z 16 position index tabs • Assorted colour tabs • 160gsm • Poly prop 					
74	Stamper remover	<ul style="list-style-type: none"> • Ideal for removing heavy duty staples 					

GRAND TOTAL

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7. Compulsory documents to submit with the bid to be considered for appointment

7.1 Supply chain management documentations (administrative compliance)

- a) Tax compliance status pin issued
- b) Confirmation of vat registration
- c) Certified ID copies of all members / owners / directors / shareholders / trustees
- d) Copy of municipal rates and taxes statement of account not older than three months for all directors and for the company
- e) Central supplier database registration report

8. Evaluation of bids

All bids received will be evaluated as follows:

1st stage

Bids received will be evaluated based on administrative compliance (Supply chain Management requirements)

2nd stage

Bids received will be evaluated for Price and Specific goals on the 80/20 preference points scoring system

Where 80 points for price and 20 points for Specified goals as follows:

Designated groups	Number of points (20)
Points for HDI status (at least 51% Black owned)	10
Points for 51% Women's Equity	4
Points for Black person with Disability	3
Points for 51% Owned Youth firm	3
Forms not completed or submitted	

9. WITHDRAWAL OF TENDER

In the event of the successful tender failing to execute the service in terms of this tender, the Municipality shall be entitled to cancel the contract summarily, in which event the Bidder shall be liable for any additional expense incurred by reason of the Municipality having to call for fresh tenders or having to accept any less favourable tender.

10. PERIOD OF VALIDITY OF TENDER

The period of validity of tenders shall be 90 days as stated in the tender form and be calculated from the closing date for submission of tenders.

11. NOTICE OF BIDDERS

Should any additions or alterations to the document as issued to Bidders be deemed necessary prior to the date for submission of tenders, they will be issued to Bidders in the form of Notices and will form part of the tender document.

The Notices to Bidders shall be completed where applicable by Bidders, signed, dated and returned with the tender documents.

12. DELIVERY CONDITIONS AND PERIOD

The successful bidder will be appointed for a period of three years. Within this period, the successful bidder must Supply and deliver all items as per approved order by the Municipality. The municipality; through the Supply Chain Manager; will furnish the successful bidder with a listing of items approved for delivery on a periodic basis, as and when needed. Upon the receipt of the listing of items approved for supply and delivery, the successful bidder will be expected to deliver items within seven (7) working days.