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Our Ref.: C 2/2016	

QUOTATIONS ARE HEREBY INVITED TO SUPPLY ATTACHED SCHEDULE.

FOR FURTHER INFORMATION CONTACT: J GUTHRIE @ 051 409 2359

CLOSING DATE: 24 August 2016 @11 H: 00.

The following conditions will apply:

- The quotation must be submitted on the letterhead of your business
- **Delivery** must be in accordance with instructions from this office.
- Quote item number as well as **delivery** (ex. stock/or ex Jhb 7 days).
- **Discount** for 30 days payment.
- Price must exclude **VAT**, but **delivery charges** must be **included**.
- The lowest or any quotation will not necessarily be accepted and Centlec reserves the right to accept where applicable a portion of any quotation.
- Payments will only be made to the company **whose name** appears on the official order, no third party will be considered.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be **exclusive** of **VAT** but **inclusive** of **delivery charges**.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000).
- **Please ensure that you complete 80/20 MBD forms failure to submit may invalidate your offer**
- A valid original Tax Clearance Certificate should accompany your offer. Failure to submit may invalidate your offer.
- Centlec reserved the right to request samples if need be.
- **NB: All suppliers are requested to submit certified copy BBBEE Certificate** with the quotation on the closing dates in order to substantiate their claim.
- **NB: All suppliers intending to do business with Centlec State Owned Company must ensure that they are registered in the Centlec State Owned supplier database, if not registered, forms are available at Centlec Supply Chain Office and also on the centlec State Owned company website: www.centlec.co.za under menu icon (available bids).**
- **No official order will be issued to a supplier not registered on the Centlec State Owned Company Supplier database...**

NB: No quotations will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer.

Quotations to be collected and submitted as follows:

1. To be collected at 195 Nelson Mandela Drive College Square (Telkom Building) and submitted in a sealed envelope, with **QUOTATION NUMBER**.

SUPPLY CHAIN MANAGEMENT UNIT



Directors: ML Mbali (Chairperson), FP Zitha (Deputy Chairperson), TAJ Mongake, N Mokhesi, KM Moroka, SM Zimu, SG Xulu, ZC Uwah, NA Mgoqi (CEO) LG Kritzinger (COO), TJ Ramulondi (CFO)



QOUTATION NO -----

QOUTATION PRICE -----

DISCOUNT: % -----

DELIVERY PERIOD -----

VAT NR: -----

COMPANY NAME -----

CONTACT NAME -----

POSTAL ADRESS -----

TEL -----


E MAIL ADRESS -----

DESCRIPTION	QTY
SUPPLY AND DELIVERY OF STATIONARY LIST AS PER ATTACHED LIST	

Documents are obtainable at **R50.00 non-refundable deposit** per set.
(Deposit can be made at **ABSA BANK** Acc. No.: 407 820 9583, Branch
Code: 632 005, Ref.: 501 204 260 2520 payable to CENTLEC (SoC) Ltd
attention Supply Chain)

SUPPLY AND DELIVERY OF STATIONARY– PRICES MUST BE FIXED FOR 6 MONTHS

1. REFUSE BAGS: PLASTIC BLACK (15-20 microns standards bags)
 2. BATTERIES: 1.5 VOLT AAA
 3. BINDER: PAPER NO 646 38
 4. BOOK: COUNTER HARD COVER A4
 5. BOOK: DUPLICATE PEN CARBON A4
 6. BOOK: INDEX HARD COVER (A4 192 pg)
 7. BOOK: MONTHLY TIME BOOK A4
 8. BOOK: PARCEL DELIVERY (JD416)
 9. BOOK: REPORTERS NOTE A5 (751)
 10. CARBON: TYPING ULTRA FILM 410
 11. CLAMP: SPRING 3 (BULLDOG)

 13. CLIP: BOARD A4
 14. CLIP: PAPER VINYL COATED UPTURN
 15. COTTON: SHOP TWINE NO 304
 16. ENVELOPE: DL POCKET (WINDOW) 220 X 110MM (per box of 500)
 17. ENVELOPE: DL POCKET 220X110MM
 18. ENVELOPE: DL POCKET C4
 19. ERASER: MILAN DESIGN 320
 20. FILE: ACCESSIBLE WITH SPRING (A4 - per pack)
 21. FILE: FOLDER GREEN 357X457MM
 22. FILE: FOLER YELLOW 357X457MM
 23. FILE: LEVER ARCH 312MM HIGH
 24. GLUE: STICK PRITT (10 GRAMS) 12 per box
 25. MARKER: BLACK WITH FINE HARD TIP
 26. MARKER: BLACK WITH SOFT TIP 6
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27. MARKER: RED WITH FINE HARD TIPP
28. PAPER: PHOTOSTAD 80 GSM A4 WHITE (PER REAM)
29. PAPER: PHOTOSTAD A3 WHITE (PER REAM)
30. PAPER: RULED A4 (SINGLE)
31. PARKER: REFILL BLACK (FINE/BROAD) (BOX OF 10)
32. PARKER: REFILL BLUE (FINE/BROAD) (BOX OF 10)
33. PEN: BALLPOINT MEDIUM POINT BLACK (BOX OF 50)
34. PEN: BALLPOINT MEDIUM POINT BLUE (BOX OF 50)
35. PEN: BALLPOINT RED MEDIUM POINT (BOX OF 50)
36. PENCIL: 2H CROXLEY (PACK OF 12)
37. PENCIL: HB CROXLEY (PACK OF 12)
38. PENCIL: LEADS 0.5MM 2H PACK OF 12)
39. PENCIL: LEADS HB (PACK OF 12)
40. RUBBER: BANDS 32 (100 GRAMS)
41. RULER: CROXLEY STUDENT 30CM
42. SCISSORS: HEAVY DUTY 110MM BLADE
43. STAPLER OFFICE: C15 MODEL DELUX
44. STAPLE: NO 56 CHISEL POINT
45. STAPLER: REMOVER
46. TAPE: MATERIAL PINK 6MM X 20M
47. TAPE: MASKING 24MM
48. TAPE: MASKING 48MM
49. TAPE: SELLOTAPE CLEAR 12MM
50. TIPP-
EX: CORRECTION FLUID 20ML/ OR PEN
51. TIP EX: THINNERS 20ML
52. TRANSPARENT: INDEX TAB

NB: SERVICE PROVIDERS ARE ADVISED THAT PRICE GIVEN ABOVE WILL REMAIN VALID FOR THE DURATION OF THE CONTRACT NO EXEPTIONS WILL BE MADE