



## **VHEMBE DISTRICT MUNICIPALITY**

### **REQUEST FOR QUOTATIONS**

#### **SUPPLY OF OFFICE STATIONERY.**

**QUOTATION NUMBER: RFQ/VDM/FIN/26/09/2017/01**

Quotations are hereby invited from service providers for supply of Office Stationery.

Quotation documents will be available on the **04th October 2017** and can be obtained on a non-refundable amount of **R91.00** per bid document at cashier's office, Ground Floor, Vhembe District Municipality offices.

Compulsory briefing session will be held on the **09th October 2017** at the entrance of Vhembe District Municipality at **10h00**.

#### **The following information should be included in the quotation:**

- CSD Summary report
- Tax Clearance Certificate or Tax Clearance compliance letter
- Company registration certificate
- Proof of purchased tender document receipt
- Proof that the bidder municipal business account or any of the director's of the company municipal account is not in arrears (N.B. Municipal clearance not older than three month).
- Valid certified BBBEE Verification Certificate

**NB: All service providers /bidders are requested to pre-number and initial their tender documents before submission.**

**No bid will be accepted from person in the service of state**

**NB: Quotations for the above should be enclosed in an envelope marked,**

**“Supply of Office Stationery”**

**RFQ/VDM/FIN/26/09/2017/01**

Quotations must be placed in the bid box situated next to the entrance of Vhembe District Municipality's offices not later than **12<sup>th</sup> October 2017 at 12H00**, where after the quotations will be opened for public in the Municipal offices.

Quotations may also be posted to the Private Bag X5006, Thohoyandou, 0950 to reach before the above-mentioned time and date. The municipality will not be responsible for quotation not received or received late by mail.

Administrative enquiries may be directed to the Supply Chain Practitioners of Vhembe District Municipality at (015) 960 2000 or at (015) 960 2075 while Technical enquiries may be directed to Chief Financial Officer: Mr Mchavi N.D at (015) 960 2000 during office hours

**Mr Rambado Mugivhela**

**Municipal Manager**