



REQUEST FOR QUOTATION

SCM/MOH/33/2011: STATIONERY

DESCRIPTION	QUANTITY
A4 Photocopy paper, white	60 boxes
A4 envelopes, brown, box of 250	10 boxes
A4 2 quire, hard cover note books, 192 pages	20 units
A5 2quire, hard cover note books, 192 pages	20 units
80 mm 2 inch metal fasteners, box of 50	10 boxes
Pop up flags, multi coloured, 200x 5	20 units
76mmx76mm self adhesive message pads, multi coloured, 10 in a box	05 boxes
Highlighters, different colours	20 units
Black pens, crystal, box of 50	05 boxes
Staplers, no 92294	15 units
Arch files, box of 10	15 boxes
Heavy duty puncher, 2 holes	05 units
Heavy duty stapler	05 units
Transparencies, pack of 100	02 packs
Suspension files, blue, box of 25, code fis 3802	10 boxes
Calculator HP10Bii	01 unit
Calculator Estimate EL 2128V	05 units
Pilot G-2 07 black pens	02 boxes
Pilot G-2 07 red pens	02 boxes

For any clarity on the above, feel free to contact the SCM Office on 051 673 9622/24 during office hours.

The quotation must be in a sealed envelope and be placed in the tender box in the Mohokare Municipality reception area, Zastron before the closing date.

CLOSING DATE: 12H00 Friday, 02nd December 2011

MR TC PANYANI
MUNICIPAL MANAGER