

Specifications SC 818/2010

Scope of contract:

The supply and delivery of photocopying paper for a contract period of one (1) year ending 31 January 2011 to Overstrand Municipality

Quantity:

White (A4) +/- 160 cartons (5 reams per carton) per month = +/- 1920 cartons per year

The following to be delivered on a as and when required basis for Hermanus Administration

White (A3)	+/- 40 cartons (5 reams per carton) per year
Pastel Yellow (A4)	+/- 15 cartons (5 reams per carton) per year
Pastel Blue (A4)	+/- 15 cartons (5 reams per carton) per year
Pastel Green (A4)	+/- 5 cartons (5 reams per carton) per year
Cascade Green (A4)	+/- 40 cartons (5 reams per carton) per year
Orange (A4)	+/- 15 cartons (5 reams per carton) per year
Pink (A4)	+/- 15 cartons (5 reams per carton) per year

Point(s) of delivery:

Hermanus . Municipal Stores, Main Road

monthly basis 100 cartons white (A4) photocopying paper

Kleinmond – Administration Building, 33 5th Avenue –

weekly basis (every 7 days). 10 cartons white (A4) photocopying paper

Gansbaai - Municipal Offices, Main Road –

weekly basis (every 7 days). 10 cartons white (A4) photocopying paper

Requirements:

1. Basic Weight 80 g/m2.
2. Colour: As indicated above
3. Size A4 : 210 mm x 297 mm
Size A3 : 420 mm x 297mm
4. Brightness: above 96%
5. Packaging: 500 sheets per ream / 5 reams per carton
6. Quality: multi-purpose (curl free)
To be used for faxing, scanning, laser printing and photocopying purposes

Conditions to apply:

1. **No recycled paper to be provided**
2. The successful tenderer must be capable of holding bulk stock (+/- one (1) month's supply).
3. The successful tenderer must be capable to deliver within 48 hours after receipt of order.
4. The successful tenderer must be capable to deliver on a weekly basis (every 7 days).
5. Prices quoted to remain firm for the contract period.
6. Prices quoted to include delivery costs.
7. Prices quoted to include VAT.
8. **Prospective tenderers must indicate the "brand name" of the paper to be supplied in their tender offer.**