



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHLENI

Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 203 0005/8
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

QUOTATION NO 05/2024/25 - DESIGN, DELIVERY AND PRINTING OF ORDER, REQUISITION AND LEAVE BOOKS

CLOSING DATE and TIME: 31 July 2024 at 11H00

Notice is hereby given in terms of Section 111 of the MFMA (No 56 of 2003) and Clause 12(1) of the Municipal Supply Chain Management Policy that Thembelihle Local Municipality intends to procure Order-, Requisition and Leave Books

Prospective Service Providers are hereby invited to submit quotations for the **DESIGN, DELIVERY AND PRINTING OF ORDER, REQUISITION AND LEAVE BOOKS (Head Office)** at Thembelihle Municipality.

Quotations must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the bid request. Enquiries pertaining to the specifications can be addressed to Mr. Elrie Mouton or Ms. Nogoli Jaxa at telephone (053) 203 0005/8. A set of quotation documents is available on the municipality's website at www.thembelihlemunicipality.gov.za and can be downloaded at no cost.

Fully completed quotation documents must be placed in a sealed envelope and placed in the tender box in the Foyer at the Thembelihle Local Municipal offices corner Mark and Church Streets, Hopetown not later than time and date stipulated or be mailed to reach the Tender Box, Thembelihle Local Municipality, P/Bag X3, Hopetown, 8750 before the specified closing date and time. The envelopes must be endorsed clearly with the number, title, bidder's name and closing date and time of the quotation as above. **Quotations submitted via Fax or Email will automatically be disqualified.**

The quotations will be evaluated on the 80/20 Preference Points system as prescribed by the Revised Preferential Procurement Policy Framework of 2022.

Specific Goals	Weight
contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, women, youth or disability;	20

The tender box will be emptied just after 11h00 on the closing date as above, hereafter all bids will be opened in public.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

It is expected of all Bidders who are not yet registered on the CSD to register without delays. The Municipality reserves the right not to award bids to Bidders who are not registered on the CSD.

Mr. R Shuping
Acting Municipal Manager
Thembelihle Local Municipality
P/Bag X3
8750 HOPETOWN

Returnable Documents

1. Fully completed Bid Document with attached MBD Forms
2. Company Registration Documents
3. Certified copies of all directors ID Documents
4. BBBEE Certificate or Original Sworn Affidavit
5. Municipal Account for **all Directors** and the **company** not older than 90 days
6. Full quotation containing the quantities as set out in Annexure C

Failure to provide the above will lead to automatic disqualification.

NB: PLEASE LOOK AT ANNEXURE B FOR THE DESIGN SPECIFICATIONS !!!

COMPULSORY DOCUMENTATION

1. ANNEXURE F : PRICE QUOTATION FORM

(Purchases up to an estimated value of R300 000-00)

NB: Use ink, preferably black, to fill in the information applicable to the specific required price quotation

NAME OF SUPPLIER:

CLOSING TIME 11:00 ON: **PRICE QUOTATION NO.**

VALIDITY: **DAYS** **CSD NUMBER:**

ITEM	QTY	DESCRIPTION	PRICE IN RAND CURRENCY INCLUSIVE OF VAT
1	ALL	DESIGN, DELIVERY AND PRINTING OF ORDER, REQUISITION AND LEAVE BOOKS (All prices need to be broken down as indicated below) Please refer to Annexure C for the breakdown Quantities	R.....
TOTAL AMOUNT (INCLUSIVE OF VAT AND DELIVERY)			

Trade mark and model:

.....

Country of origin:

.....

Points claimed:

B-BBEE status level verification certificate appended?

YES

OR

NO

***NB: TICK APPLICABLE BLOCK**

ISSUING AGENCY _____

- **Delivery basis:**
 - (i) Is the delivery period firm? ***YES / NO**
 - (ii) Period required for delivery after receipt of order
- Is the price (inclusive of VAT) firm? ***YES / NO**
- Discount offered (conditional/unconditional):
.....
- Is offer strictly to specification/terms of reference, if attached? ***YES / NO**
If not to specification/terms of reference, state deviation(s)
.....
.....

(1) Name of taxpayer/quoter:
.....

(2) Identification Document number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(3) Trade name:
.....

(4) Company/Close Corporation registration number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(5) Income tax reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Original of Income Tax Clearance Certificate to be attached)

(6) VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(7) PAYE employer's registration number (if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Details (if applicable):

Bank Name:

Bank Branch Code:

--	--	--	--	--	--	--	--	--	--

Account Holder:.....

Bank Account number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank account type:
.....

Contact person:

Signature:

Name in print:.....

Telephone No.: **Code:** **No.**

Fax No.: **Code:** **No.**

E-mail address:

Address:

.....

.....

.....

Postal

--	--	--	--

SIGNATURE

SURNAME & INITIALS

DATE

2. Tax Clearance Certificate

- (a) A valid copy of the original Tax Clearance Certificate and a PIN obtainable from SARS must accompany the bid documents together with the CSD Registration report reflecting a Compliant Tax status

3. BUSINESS MUNICIPAL RATES AND SERVICE ACCOUNT

A copy of a Bidders Business and Director(s) Municipal Rates and Service accounts not older than 30 days must be submitted or a Lease Agreement in the case of a Landlord responsible for the account.

4. MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....
3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES /NO**

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES /NO**

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number	Personal Income Tax Reference number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

5. MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

6. M.BD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

MBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

7. B-BBEE Certificate

- (a) A valid original B-BBEE verification Certificate / a certified copy must accompany the bid documents,/an original sworn affidavit.
Failure to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed

ANNEXURE A (DESIGN OF BOOKS)

1. ORDER BOOKS

Image one (Cover-Hardbound)



Image two (Page 1)



Image three (page2)



Image four (Page 3)



2. REQUISITION BOOKS

Image one (Cover-Hardbound)



Image two (Page 1)

THEMBELANGE HOPE FORN - STADENBURG

PLAASIE MUNISIPALITEIT
LOCAL MUNICIPALITY
DORNBELA WARDENBURG

REQUISITIE VIR AANKOPE
REQUISITION FOR PURCHASING

Nº 12451

VERSKAFERSLEWENDE VERVOER

DATE

POORSEKOP POST-NUMBER	REQUISITIE NUMMER	DATE DATE	VERVOER LEWENDE	REQUISITIE NUMMER

VERVOERLEWENDE

REQUISITIE

REQUISITIE

REQUISITIE

REQUISITIE

Image three (Page 2)

THEMBELANGE HOPE FORN - STADENBURG

PLAASIE MUNISIPALITEIT
LOCAL MUNICIPALITY
DORNBELA WARDENBURG

REQUISITIE VIR AANKOPE
REQUISITION FOR PURCHASING

Nº 12452

VERSKAFERSLEWENDE VERVOER

DATE

POORSEKOP POST-NUMBER	REQUISITIE NUMMER	DATE DATE	VERVOER LEWENDE	REQUISITIE NUMMER

VERVOERLEWENDE

REQUISITIE

REQUISITIE

REQUISITIE

REQUISITIE

3. LEAVE BOOKS

Image one (Cover Hardbound)



Image two (Page 1)

THEMBELIHLE MUNICIPALITY
APPLICATION FOR LEAVE OF ABSENCE N^o 4407

THEMBELIHLE MUNICIPALITY
1280127 NUMBER BUREAU ROAD BLOEMFONTEIN

Surname		Address During Leave period	
Name			
Employee No.			
DEPT worker	YES	NO	Contact number during leave period
Casual Employee	YES	NO	
Permanent Employee	YES	NO	
Department	Date		
Department	Start Date	End Date	No. of Working Days
Annual Leave (Please indicate whether accrued)			
Maternity Leave			
Leave for Occupational Injuries and Diseases			
Sickness Leave			
Unpaid Leave			
Travel Responsibility Leave (Private Expenses)			
Study Leave			
Leave for Union Members (Private Expenses)			
Childcare Leave (Private Expenses)			
Carer's Leave (Private Expenses)			
Parental Leave (Private Expenses)			
Adoptive Leave (Private Expenses)			
Parental Leave (Private Expenses)			

I hereby verify that the information provided is correct. Any falsification or alteration of this report may result in disciplinary action. Further, should I be found guilty of any offence, I will accept full responsibility for the same. I will be held liable for any costs incurred by the municipality as a result of my absence, unless the leave is recommended for approval.

EMPLOYEE SIGNATURE		DATE	
Leave number available	YES	NO	Number of leave available
SIGNATURE OF SUPERVISOR	DATE	Recommended	
		Not Recommended	
SIGNATURE OF WOODSTOCK	DATE	Recommended	
		Not Recommended	
APPROVED BY MUNICIPAL MANAGER	DATE		

Approved by the system SIGNATURE OF DATA CAPTURE DATE

Image three (Page 2)

THEMBELIHLE MUNICIPALITY
APPLICATION FOR LEAVE OF ABSENCE N^o 4407

THEMBELIHLE MUNICIPALITY
1280127 NUMBER BUREAU ROAD BLOEMFONTEIN

Surname		Address During Leave period	
Name			
Employee No.			
DEPT worker	YES	NO	Contact number during leave period
Casual Employee	YES	NO	
Permanent Employee	YES	NO	
Department	Date		
Department	Start Date	End Date	No. of Working Days
Annual Leave (Please indicate whether accrued)			
Maternity Leave			
Leave for Occupational Injuries and Diseases			
Sickness Leave			
Unpaid Leave			
Travel Responsibility Leave (Private Expenses)			
Study Leave			
Leave for Union Members (Private Expenses)			
Childcare Leave (Private Expenses)			
Carer's Leave (Private Expenses)			
Parental Leave (Private Expenses)			
Adoptive Leave (Private Expenses)			
Parental Leave (Private Expenses)			

I hereby verify that the information provided is correct. Any falsification or alteration of this report may result in disciplinary action. Further, should I be found guilty of any offence, I will accept full responsibility for the same. I will be held liable for any costs incurred by the municipality as a result of my absence, unless the leave is recommended for approval.

EMPLOYEE SIGNATURE		DATE	
Leave number available	YES	NO	Number of leave available
SIGNATURE OF SUPERVISOR	DATE	Recommended	
		Not Recommended	
SIGNATURE OF WOODSTOCK	DATE	Recommended	
		Not Recommended	
APPROVED BY MUNICIPAL MANAGER	DATE		

Approved by the system SIGNATURE OF DATA CAPTURE DATE

Image four (Page 3)

THEMBELIHLE MUNICIPALITY
APPLICATION FOR LEAVE OF ABSENCE N^o 4407

THEMBELIHLE MUNICIPALITY
1280127 NUMBER BUREAU ROAD BLOEMFONTEIN

Surname		Address During Leave period	
Name			
Employee No.			
DEPT worker	YES	NO	Contact number during leave period
Casual Employee	YES	NO	
Permanent Employee	YES	NO	
Department	Date		
Department	Start Date	End Date	No. of Working Days
Annual Leave (Please indicate whether accrued)			
Maternity Leave			
Leave for Occupational Injuries and Diseases			
Sickness Leave			
Unpaid Leave			
Travel Responsibility Leave (Private Expenses)			
Study Leave			
Leave for Union Members (Private Expenses)			
Childcare Leave (Private Expenses)			
Carer's Leave (Private Expenses)			
Parental Leave (Private Expenses)			
Adoptive Leave (Private Expenses)			
Parental Leave (Private Expenses)			

I hereby verify that the information provided is correct. Any falsification or alteration of this report may result in disciplinary action. Further, should I be found guilty of any offence, I will accept full responsibility for the same. I will be held liable for any costs incurred by the municipality as a result of my absence, unless the leave is recommended for approval.

EMPLOYEE SIGNATURE		DATE	
Leave number available	YES	NO	Number of leave available
SIGNATURE OF SUPERVISOR	DATE	Recommended	
		Not Recommended	
SIGNATURE OF WOODSTOCK	DATE	Recommended	
		Not Recommended	
APPROVED BY MUNICIPAL MANAGER	DATE		

Approved by the system SIGNATURE OF DATA CAPTURE DATE

ANNEXURE B: SPECIFICATIONS

a) Order Books:

- Books print 50 pages in triplicate on NCR paper
- First page: White, printed, numbered and perforated (tear able)
- Second page: Yellow, printed, numbered and perforated (tear able)
- Third page: White, printed, numbered and fast in book
- Size: 215 x 245 mm
- Covers: Hard with a flap
- Books will number from:
 - 42601

b) Requisition Books:

- Books print 50 pages in duplicate on NCR paper
- First Page: White, printed, numbered and perforated (tear able)
- Second page: Pink, printed, numbered and fast in book
- Size: 215 x 230 mm
- Covers: Hard and soft with a separating flap
- Books must number from:
 - 13251

c) Leave Books:

- Books print 50 pages in triplicate on NCR paper
- First page: White, printed, numbered and perforated (tear able)
- Second page: Yellow, printed, numbered and perforated (tear able)
- Third page: White, printed, numbered and fast in book
- Size: A4
- Covers: Hard and soft with a separating flap
- Books will number from:
 - 5001

Municipal logo on top left side of all the pages in the requisition books and leave books!!



ANNEXURE C

Description	Qty	Amount Excl. VAT	VAT	Total (VAT Incl.)
Order Books	30			
Requisition Books	30			
Leave Books	30			
TOTAL				