



**BID INVITATION:
SUPPLY AND DELIVERY OF STATIONERY
CONTRACT NO: HGDM468/HGDM/2015**

1. BID INVITATION

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for supply and delivery of stationery for a period of 2years. Service providers are required to comply with normal business ethics.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Original valid tax clearance certificate
- Certified copies of company or CC documents together with certified copies of members' IDs
- Company profile

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT
- All tenders submitted shall be valid for 90 days after the tender closing date
- A signed MBD4 form must be submitted with all Bids
- A certified and valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 90/10 Preference points system will be used in Evaluation.

2. DOCUMENTS

Documents may be obtained at, Finance Department, Ixopo from 16 September 2015 upon payment of non-refundable deposit of R300.00 per document. All payments are to be in cash or bank guaranteed cheques made in favour of Harry Gwala District Municipality.

3. CLOSING DATE

The closing date for the bidders is **on 02 October 2015 at 12H00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the contract number and project name on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal offices, 40 Main Street, IXOPO, before the closing date. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

4. BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Mr.T.Ndaba** during working hours on Tel: 039 834 8700.

MRS A.N. DLAMINI

MUNICIPAL MANAGER