



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

E-mail: madolon@harrygwalam.gov.za

ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby invites reputable suitable and experienced service providers for supply and delivery stationery

SPECIFICATION

10x Transparency film A4 sheets 100s	100 x Retrieval documents filling files size A4
10 x box 60s black pens click equivalent to Bic	100 x Archiving boxes
10 x 16 GB USB flash drive	100 x Base boxes
20 x file fasteners 50s	3 x 20m extension cord
3 x letter opener	2 x Giant punch 2 hole 100sheets
5 x 2hole punch 16sheets with paper adjuster	10x boxes staples 26/6
30 x file dividers Jan-Dec	60 x Lever arch Files
12 x super glue	10 x 5L plastic office bin black
Catalogue boxes: Green x100, Yellow x50, blue x200	Side Binders: 100 per size 5mm ,10mm ,15 mm,20 mm

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

- Proof of Central Supplier database registration (CSD)
- The following MBD forms must be submitted with all Bids (available on our website and reception). MBD4, MBD 6.1 MBD8, MBD9
- Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement/affidavit when your company operates from home or rural area.

Attach a municipal payment arrangement agreement with the municipality for rates and services that are in arrears for more than 90 days

- All quotations submitted must have full name(s) of company, registration number, company's letterhead.

The following conditions will apply:

- Valid tax clearance certificate or SARS pin
- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after the tender closing date.
- Your company must be registered on municipal database and central supplier database.
- 80/20 Preference points system will be used in Evaluation.

Allocation of specific goals

Specific goals	Number of points 80/20	Verification
Enterprise located within Harry Gwala District	20	Municipal utility bill, CSD, ID copies of directors company registration
Enterprise located outside of Harry Gwala District	10	Municipal utility bill, CSD, ID copies of directors company registration

CLOSING DATE

The closing date for the bidders is on **August 2025 at 12h00.** Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"Stationery Registry"** 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, 40 Main Street, Ixopo, before the closing date and time. 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.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Miss F Pamla** on 039 834 8700 during working hours.



GM SINEKE

Municipal Manager