

HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby invites reputable suitable and experienced service providers for supply and deliver of office stationery.

SPECIFICATION

5 x Transparency film A4 sheets 100s	5 x packaging tape clear
10 x 16 GB USB flash drive	5 x 60s box black pens
50 x A4 office paper white	1 x giant stapler
12 x correction pen	20 x black frixon roller pilot pen erasable black 0.7
4 x 15L Plastic Black office bins square	5 x box 12s frixon erasable pilot refills 0.7
10 x full strip stapler	10 x post it notes 51x51 mm
1 x box of C4 manilla envelopes seal easy	5 x Prestik 100g
12 x glue stick 40g	1 x roll mounting double sided tape 10m
5 x fabric protector stain guard /inhibitor spray	5 x paper fasteners box 50s double pronged with locking clamp
10 x staples 26/6 box of 5000	

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

- Central Supplier database registration (CSD)
- The following MBD forms must be submitted with all Bids (available on our website and reception). MBD4, MBD6.1, MBD8, MBD9
- Municipal utility bill for municipal rates and services for all directors of the company (owners, shareholders/ non-executive directors) and for the company to confirm that municipal rates are not in arrears for more than 90 days

- Attach a valid lease agreement if the company is leasing the office space
- Attach a valid lease agreement if the director is leasing accommodation
- Attach affidavit if account is under parents, siblings, grandparents and you are not paying any Municipal rates
- All quotations submitted must have full name(s) of company, registration number, company 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
RDP GOAL		
Enterprise located within Harry Gwala District	20	Municipal utility bill: directors or co. affidavit CSD, Co Reg, ID copies
Enterprise located outside of Harry Gwala District	10	Municipal utility bill: directors or co. affidavit CSD, Co Reg, ID copies

CLOSING DATE

The closing date for the bidders is on ¹⁵..... **October 2025 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"stationery"** 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 **Ms F Pamla** on 039 834 8700 during working hours.



GM SINEKE

Municipal Manager