



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 89/24/25

SUPPLY AND DELIVER STATIONERY

Quotations are hereby called from suitably and experienced service providers to supply and deliver stationery as per the following specification:

Selling of quotation document will commence on **Tuesday, 6th May 2025**. The cut-off time for selling of quotation documents is **15H00 on Monday, 12th of May 2025**.

The physical address for payment is No.2 Nkonjane Road Sundumbili (cashiers office) Protection services, payment of a non-refundable fee of **R60.00** (inclusive of VAT)

ITEM	QTY	DESCRIPTION
1	300	PLASTIC RING BINDERS
2	300	A4 OFFICE ATTENDACE REGISTER 14 LEAVES
3	100	HARD COVERED BOOK A5
4	100	THUMB TACKS (PER BOX)
5	200	HIGHLIGHTER
6	600	RED PEN (BICC or equivalent)
7	200	ERASERS
8	300	BLACK MARKER
9	200	A4 FILE DIVIDER (BRIGHT BOARD)
10	10	ENVELOPES 353x250 A4
11	500	LEVER ARCH FILES
12	500	HARD COVERED BOOK A4 (2 QUIRE)
13	1000	BLUE FOLDER FILES
14	400	EXAM PADS 100 PAGES
15	600	BLACK PEN (BICC or equivalent)
16	600	HB PENCILS

Quotations will be evaluated and adjudicated according to the following criteria:

The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

• Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	5	CIPC registration documents

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. BA Mchunu | Cllr. SC. Mdletshe

Enterprise 100% owned by person living with disability	4	Medical certificate
EME or QSE which is at least 100% owned by black people	4	ID Copy of directors and CSD
Enterprise 100% owned by Women	4	ID Copy of directors and CSD
Enterprise 100% owned by Youth	3	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state.
- Service providers to complete in full all relevant MBD's (1,4,6,1,8,9) that are available on municipal website.
- Council's Supply Chain Management Policy.
- Quotation must be submitted on the official letterhead of your business and be valid for the period of 30 days. If quotations are called for number of items, unit price per item must be stated and total amount. No quotations will be considered from persons in the services of any organ of the state.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Company registration document with CIPC.
- A copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant then a full lease agreement and a certificate from landlord indicating that the levies are not in arrears or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and water. Provide both for bidder and director. Failure to attach will lead to disqualification.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- Attach proof of payment of quotation document
- Non-compliance with the above-mentioned criteria will lead to disqualification.

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked "**SUPPLY AND DELIVER STATIONERY: 89/24/25**" and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Tuesday , the 13th of May 2025. Late and verbal quotations will under no circumstances be considered.**

The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action.

Enquiries may be directed to lungisanin@mandeni.gov.za Lungisani Nduli or Siyabonga Nhleko on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 06/05/2025

MARLIN

OFFICE ATTENDANCE REGISTER



210mm x 297mm