



**SUPPLY CHAIN MANAGEMENT UNIT**

**ADVERTISEMENT**

**QUOTATION NO: 76/25/26**

**SUPPLY AND DELIVER OF STATIONERY**

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

Selling of quotation document will commence on **Thursday, 12<sup>th</sup> of February 2026**. The cut-off time for selling of quotation documents is **15H00 on Wednesday, 18<sup>th</sup> of February 2026**.

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) (Cash **ONLY**)

ITEM	QTY	DESCRIPTION
1	30	Hortors Minutes Books
2	3	100 Pack 200-micron A3 Laminating Pouches
3	10	100 Pack A4 Heavy Duty Clear Transparencies - Binding Covers
4	5	30cm Rulers
5	3	12pack of White board Markers  1 x 12 Black 2 x 12 Assorted Colours
6	20	Clear Tape  48mm x 100m
7	10	Rolls of Binding Twine
8	10	100 Pack 200micron A4 Laminating Pouches
9	4	Casio FX - 82ZA Plus Scientific Calculator x 3 Sharp EL-W535SA-BBL 422 x 1 (Or equivalent)
10	1	Casio MD - 1600 F Desktop Calculator or equivalent
11	1	JBCC Document Joint Building Contracts Committee (LATEST EDITION)
12	20	Sign Here stickers
13	5	2-hole Punch for +/- 20 sheets
14	1	GCC Document General Conditions of Contract for Construction Works (LATEST EDITION)
15	5	Stapler - 20 pages

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

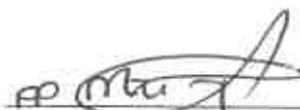
The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	5	CIPC registration documents
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.
- Council's Supply Chain Management Policy.
- Service providers to complete in full all relevant MBD's (1,4,8,9).
- Quotations 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. 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 other. Failure to attach will lead to disqualification. (Submit for both bidder and directors)
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- 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 OF STATIONERY**" **QUOTATION NUMBER: 76/25/26** "and must be deposited in the Bid Box situated at the **reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Thursday, the 19<sup>th</sup> of February 2026**. **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.

Technical enquiries may be directed to Mrs Sudasha Jwalapursad and SCM enquiries to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.

  
 MR SG KHUZWAYO  
 MUNICIPAL MANAGER

Date: 12/02/2026