



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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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

- 1000 x archiving boxes
- 1000 x base boxes
- 2 x Scanned stamp
- 3 x file sorter A-Z and numbers
- 1000 retrieval document filing files A4 green
- 1 x laminating machine
- 5 x glue stick

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 17 December 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 **Miss F Pamla** on 039 834 8700 during working hours.



GM SINEKE

Municipal Manager