



**SUPPLY CHAIN MANAGEMENT UNIT**

**ADVERTISEMENT**

**QUOTATION NO: 03/24/25**

**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 Thursday, 18<sup>th</sup> of July 2024. The cut-off time for selling of quotation documents is 15H00 on Wednesday, 24<sup>th</sup> of July 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	500	LEVER ARCH FILES
2	50	METROFILE CARDBOARD STORAGE BOXES 252x370x305mm
3	400	BLACK PEN (BICC)
4	50	BLACK MARKER
5	200	HB PENCILS
6	100	ERASERS
7	50	HARD COVERED BOOK A4
8	50	HARD COVERED BOOK A5
9	50	HARD COVERED BOOK A6
10	200	FOLDER FILES
11	50	PLASTIC RING BINDERS
12	50	HIGHLIGHTERS

**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

Executive Committee

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

Enterprise Located within the Mandeni Municipality	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	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.
- 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. Failure to attach will lead to disqualification.
- 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 STATIONERY**": 03/24/25 "and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Thursday, the 25<sup>th</sup> of July 2024. 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](mailto:lungisanin@mandeni.gov.za) Lungisani Nduli or Siyabonga Nhleko on 032-456 8200.

  
MR SG KHUZWAYO  
MUNICIPAL MANAGER

Date: 18/07/2024