Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 53/26/27

SUPPLY AND DELIVER MRF1 BOOK

Quotations are hereby called from suitably and experienced service providers to supply and deliver MRF1 book as per the following specification:

Selling of quotation document will commence **on Tuesday 24th of November 2026. The cut-off time for selling of quotation documents is 15H00 on Monday, 30th of November 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)

Quotations will be evaluated

ITEM	QTY	DESCRIPTION
1	10	Tripplecate RF-1 A4 Books with Municipal Logo printed on Specification : size: A4 Type: Tripplecate self carbonated Colour : White 1st, Yellow 2nd and Blue 3rd Number pages: 50 pages Numbering sequence 2151-2160 ,21261-2170 , 2171-2180 ,2181-2190 , 2191-2200 , 2201-2210 , 2211-2220 , 2221-2230 , 2231-2240 , 2241-2250 Font colour : Red Service Provider to collect sample before manufacturing.

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, full CSD report must be attached.
- Service providers to complete in full all relevant MBD's (1,4,8,9)
- 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. 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. Attach both for the bidder and the director
- 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 MRF1 BOOK": 53/26/27"** and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Tuesday the 01st of December 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.
Enquiries may be directed to lungisanin@mandeni.gov.za Lungisani Nduli on 032-456 8200.

MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 24/11/2026

MANDENI MUNICIPALITY
PO BOX 144 MANDENI - PHONE (032) 456 8200 - FAX (032) 456 2504

2100

APPLICATION FOR HIRE OF RECREATIONAL FACILITY

APPLICATION: HIRE OF. ..... (HALL/SPORTS FIELD ETC)

NAME OF APPLICANT: ..... . ID NO.: .....

ADDRESS: ....

TELEPHONE: (HOME) ..... (WORK) .. .. CELL NO : .....

PURPOSE OF USE: ....

DATE: FROM: ..... TO: ..... TIME: FROM: ..... TO: .....

BANK DETAILS:

NAME OF BANK: ..... BRANCH CODE: ..... A/C NUMBER: .....

SIGNATURE: ..... DATE: .....

FOR OFFICIAL USE

HIRE FEES PAYABLE: PER SESSION/HOUR/FUNCTION (R_____x_____) R_____

DEPOSIT PAYABLE: R_____

TOTAL PAYABLE: R_____

SIGNATURE: ..... DATE: .....

CASHIER

HIRE FEES RECEIVED: R_____ RECEIPT NO: ..... DATE: .....

DEPOSIT PAYABLE: R_____ RECEIPT NO: ..... DATE: .....

TOTAL DUE: R_____

ADMINISTRATION

AMOUNT TO BE REFUNDED: R_____ (LESS R_____ FORFEITED AS PER CONDITIONS) TOTAL R_____ (AMOUNT PAID)

AMOUNT CHARGED FOR EXTRA HOURS R_____ (LESS R_____ TOTAL R_____ (AMOUNT PAID)

SIGNATURE ..... DATE: .....

PAYMENT REFERENCE NUMBER: .....

GENERAL CONDITIONS

GWIZZ PINTERS | 073 [illegible] 6923

1. All Deposits must be paid in advance. The hirer shall be responsible for all damages, breakages or losses in respect of the Council's property during the hire of the recreational facility. All deposits will be refunded less the cost of any damages incurred.
2. The Council shall not be responsible for the property of the Hirer, Spectator or any other person. The Hirer will be responsible for the safety of all persons and all property including the kitchen where applicable) during the period of the lease.
3. Payment of the hire fees must be made prior to the use of the recreational facility. Proof of payment must be produced to the Security Guard.
4. The Hirer must ensure that the facility and premises are left clean and in the condition it was initially lease out. A minimum of 20% of the deposit shall be forfeited should the Municipality deem it necessary.

Cancellation should be made in writing Seven (7) days prior to the ac ual date, failing which 50% of the refundable deposit will be forfeited.

SIGNATURE: ..... DATE: .....