



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

E-mail: madolon@harrygwalam.gov.za

ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby invites reputable suitable and experienced service providers for the procurement of Stationery Items for the Office of the Municipal Manager.

SPECIFICATION

ITEM DESCRIPTION	QUANTITY
A4 white office paper 80gm (box)	40
BIC Crystal pens (box of 60)	1 of each
Desk cube refills plastic black or white	1
Envelope c4 Manilla (box of 250)	1
Pilot roller pen (Black,red,pink) box	1 of each
Hard cover 2 quire notebook A4	5
Highlighter (4s pack) assorted colours	4
Laptop screen cleaner spray 250ml	4
Lead HB pencil (Pack of 12)	3
Lever Arch File (box) of 10	2
Paper clips (30mm standard) box of 100	1
Paper clips (50mm standard) box of 100	1
Ruler 30cm	15
Staple remover	6
Staples no.26/6 box of 5000	2
Staples no.56 box of 5000	2
Glue Stick (40g) Pritt equivalent	5
Sharpeners	6
Erasers	10
White printing board paper for certificates 100 pack	1
Giant Puncher	1

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Central Supplier database registration (CSD)
- The following MBD forms must be submitted with all Bids (available on our website and reception). MBD4, MBD6.1, MBD8, MBD9
- Municipal utility bill for municipal rates and services for all directors of the company (owners, shareholders/ non-executive directors) and for the company to confirm that municipal rates are not in arrears for more than 90 days
- Attach a valid lease agreement if the company is leasing the office space
- Attach a valid lease agreement if the director is leasing accommodation
- Attach affidavit if account is under parents, siblings, grandparents and you are not paying any Municipal rates
- All quotations submitted must have full name(s) of company, registration number, company 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
RDP GOAL		
Enterprise located within Harry Gwala District	20	Municipal utility bill: directors or co. affidavit CSD, Co Reg, ID copies

Enterprise located beyond Harry Gwala District	12	Municipal utility bill: directors or co. affidavit CSD, Co Reg, ID copies
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CLOSING DATE

The closing date for the bidders is **on ...!... March 2026 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 ^{N. MADDO} ~~Ms F. Panda~~ on 039 834 8700 during working hours.



GM SINEKE
Municipal Manager