



# 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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### RE-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**

|   |   |
|---|---|
| 60 x Transparency film A4 sheets 100s   | 6x Battery 9V Duracell  |
| 15 X Microsoft Certified Dual Headset - USB   | Battery for thermometer: size LR44  |
| 1 x Binding machine punching 25-30 80gsm paper<br>Binding 450 pages 80gsm paper   | 16 x Battery for loud hailer: size R14PC 1.5 V  |
| 2 x box 51mm binding combs  | 4 x Whiteboard eraser   |
| 2 x box 25mm binding combs  | 2 x box Brady bulk label dispenser<br>Metallised polyester labels Silver<br>Use ribbon BM71-20-428 and y4137244<br>2.000 IN X1.000 IN |
| 1 x box 16mm binding combs  |   |
| 50x Black printed door name labels in grey / silver plastic with sliding metal plate holder<br>(size 5cm x 25 cm)                               |   |
| 41 x Desk label V-shaped white plastic name printed in black (size 25cm x 7,5cm)  |   |
| 10 x Olympus (equivalent) digital voice recorder 8GB, Noise reduction, Metallic<br>Using AAA battery, USB slot, pause function whilst recording |   |
| 12 x High-Definition Headphones with noise reduction technology<br>- Comfortable Earmuff made of artificial leather                             |   |

**Samples to be provided list of names with designation will also be provided to the appointed Service provider (door labels)**

**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 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 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**

| <b>Specific goals</b>                               | <b>Number of points 80/20</b> | <b>Verification</b>  |
|---|-------------------------------|--|
| <b>RDP GOAL</b>                                     |                               |  |
| Enterprise within Harry Gwala District Municipality | 20                            | Municipal utility bill: directors or co.   affidavit   CSD |
| Enterprise located outside of HGDM                  | 10                            |  |

## **CLOSING DATE**

The closing date for the bidders is on ~~... February~~ <sup>6 March</sup> **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.



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**GM SINEKE**  
**Municipal Manager**