



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 requests quotations from reputable, qualified, experienced and accredited service providers for the procurement of Stationery Items for the Office of the Municipal Manager.

The Specification:

ITEM DESCRIPTION	QUANTITY
A4 white office paper 80 gm -(box)	40
Crystal pens (Black)-box	1
Crystal pens (red)- box	1
Desk cube refills plastic black or white	1
Envelope c4 (box)	1
Roller pens (Black)-box	1
Roller pens (red)- box	1
Roller pens (pink)-box	1
Hard cover 2 quire notebook A4	5
Highlighters (4s pack) assorted colours	4
Laptop screen cleaner spray 250ml	4
Lead pencil (Pack)	3
Lever Arch File (box)	2
Paper clips (30mm standard) -box	1
Paper clips (50mm standard)- box	1
Paper clips (78mm wavy giant)- box	1
Rulers 30 cm	15
Staple remover	6
Staples no.26/6- box	2
Staples no.56- box	2
Glue Stick (40g)	5

Sharpeners	6
Erasers	20
White printing board papers for certificates (pack)	1
Giant Puncher	1

The following conditions will apply:

- The following MBD forms must be submitted with all Bids (available on our website and reception) MBD 4, MBD 6.1, MBD 8 and MBD 9.
- All quotations submitted must have full name(s) of company, registration number and company letterhead.
- Service Providers must quote as per specification required.
- 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.

The 80/20 preference point scoring system will be apply:

Price 80 points

Specific Goals 20 points

Allocation of specific goals

Preference /Specific goals RDP Goal	Number of points 20	Verification
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

CLOSING DATE

The closing date for the bidders is on 16 April 2026 at 12h00. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the "Stationery OMM" 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 **Ms N. MADOLO** on 039 834 8700 during working hours.



MUNICIPAL MANAGER

MR G.M SINEKE