



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@harrygwalandm.gov.za

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 Registry Unit.

The Specification:

Item	Quantity
Archiving boxes	1000
Base boxes	1000
Scanned Stamp	2
File Sorter A-Z and Numbers	3
Retrieval documents filling files size A4 (Green)	1000
Laminating Machine	1
Glue stick 43g	5

The following returnable documents must be submitted with the quotation :

- Valid tax clearance certificate or SARS pin
- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- 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.
- 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	Number of points	Verification
RDP Goal	20	
Enterprise Located within the Harry Gwala District	20	Municipal utility bill,CSD, affidavit, proof of residence
Enterprise located within KZN Province	10	Municipal utility bill,CSD, affidavit, proof of residence

CLOSING DATE

The closing date for the bidders is **on 28 April 2026 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"Stationery Items-Registry"** 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 M Ngcobo** on 039 834 8700/5520 during working hours.



MUNICIPAL MANAGER

MR G.M SINEKE