



INVITATION TO BID

RFQ NO- 13/2024-25

Prospective bidders are hereby invited to submit quotations for THE SUPPLY AND DELIVERY OF STATIONARY.

Bid documents accompanied by quotations in sealed envelopes quoting the RFQ number, RFQ description and addressed to the Municipal Manager, Matjhabeng Local Municipality, P.O Box 708, Welkom 9460 must be deposited in the Quotation Box, placed at the entrance of Municipality Offices (Main Building) Corner of Ryk Street and Stateway, Civic Centre, Welkom or send by mail to the afore-mentioned address. Quotations will be opened after the closing date.

Closing Date and Time: 02/09/2024 at 12H00

Enquiries may be directed to: Ms. MP Leche at Tel: (057)391 3911(EXT3177)

Quotations should be submitted with the following bidder's documents:

1. Completed MBD 4 Form - Declaration of Interest – Downloadable on the municipal website.
2. Completed MBD 6.1 Form – Preference points – Downloadable on the municipal website.
3. SARS pin or Proof of registration on Central Supplier Database (CSD).
4. Quotation in the company's letterhead for all items as per the specification/s.
5. Most recent municipal account for rates and taxes and service charges not in arrears for more than three (3) months.

Note:
 Failure to submit the above documents will result in your bid being disqualified.
 The lowest or any bid will not necessarily be accepted, and the municipality reserves the right to accept any bid wholly or partially.
 Bidders must be registered on municipal database of suppliers.
 No faxed copies or e-mails or late bids will be considered.
 Bids will be evaluated in terms of the Municipal Preferential Procurement Policy on 80/20 for Price, B-BBEE and Locality. Certified copy of Val B-BBEE certificate for preference points claim should be submitted. Qualifying Small Enterprises (QSEs) and Exempted Micro Enterprises (EME) can submit sworn affidavit.

SUPPLY CHAIN MANAGEMENT UNIT

Acquisition and Demand

MATJHABENG LOCAL MUNICIPALITY

Municipality
Umasipala
P/ O Box 708
Welkom, 9460
South Africa



Mmasepala
Munisipaliteit
Tel: 057 391 3353
Fax:
email: Mapaseka.leche@matjhabeng.co.za

RFQ NO: 13/2024-25

SPECIFICATION FOR THE SUPPLY AND DELIVERY OF STATIONARY

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	WHITE PHOTOSTAT PAPER	80 BOXES		
	SUB TOTAL			
	VAT @ 15%			
	TOTAL AMOUNT			