

SWELLENDAM MUNICIPALITY



QUOTATION NOTICE

QUOTATION NO: SMQ19-25-26

SUPPLY AND DELIVERY OF TONERS FOR THE SWELLENDAM MUNICIPALITY FOR A TWO (2) YEAR PERIOD

Official quotation documents are obtainable from Mr. K. Juries (Supply Chain Management Unit, 11 Lind Street, Swellendam) on tel: [028-5148500](tel:028-5148500) or email scm@swellendam.gov.za from **02 October 2025**.

Any technical enquiries can be made to Mr. C. Levendal via e-mail: clevendal@swellendam.gov.za.

Quotations must be submitted in a sealed envelope and must be clearly marked with the respective number and description. Quotations must be placed in the Municipal Quotation Box before **11h00** on **10 October 2025**, situated at the **Supply Chain Management Offices**, 11 Lind Street, Swellendam. Quotations may only be submitted on the prescribed documents and must include a valid Tax Compliance Status **PIN** as issued by **SARS**.

Late quotations and quotations received by E-Mail or Facsimile will not be considered. Quotations will be evaluated and adjudicated in accordance with the Swellendam Municipality's Preferential Procurement Policy and its Supply Chain Management Policy. The **80/20**-point system will be applicable. The Council does not bind itself to accept the lowest or any quotation and reserves the right to accept a quotation in full or a part thereof.

Special Conditions of bid:

- The toners offered must be **original** to ensure compatibility and to provide professional-quality, high-yield, consistent and uninterrupted printing;
- Bidders must quote on **ALL** items in the pricing schedule. Failing to do so, may lead to a non-responsive bid.

Please Note:

- Quotation / Quotation box is open 24/7. Standard size of opening is: 10cm high and 33cm wide;
- All Technical inquiries **MUST** be in writing to the responsible official on this advert;
- No inquiries will be handled on the last **Two** (2) days before closing.

Bids shall remain valid for a sixty (60) day period calculated from the bid closing date.

A. VORSTER
MUNICIPAL MANAGER
P.O. BOX 20
SWELLENDAM, 6740
NOTICE NO. T86/2025