



**SUNDAYS RIVER VALLEY LOCAL MUNICIPALITY**  
**SUPPLY AND DELIVERY OF STATIONERY**  
**REQUEST FOR QUOTATION**  
**BID NO: SRVM RFQ-35/2025**

Sundays River Valley Municipality invites suitable and experienced service providers for the following service: **Supply and Delivery of Stationery.**

Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed **WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID**, and be deposited in the Bid box, at the offices of the Sundays River Valley Municipality, Supply Chain Office, No. 23 Middle Street, Kirkwood not later than **25 June 2025 at 12h00 PM.**

A detailed specification and bid forms can be downloaded from the Sundays River Valley Municipality website or E-tender website or can be requested from SCM Office [vuvub@srvm.gov.za](mailto:vuvub@srvm.gov.za) or [siyat@srvm.gov.za](mailto:siyat@srvm.gov.za) or [siyan@srvm.gov.za](mailto:siyan@srvm.gov.za) or [Zimasat@srvm.gov.za](mailto:Zimasat@srvm.gov.za) or 042 230 7778/7777/7743.

**TENDERS WILL BE EVALUATED INTERMS OF THE 80/20 PREFERENTIAL POINT SYSTEM AS PER PREFERENTIAL PROCUREMENT REGULATION ,2022.**

Evaluation Criteria	Points
Price	80
Specific Goals – B-BBEE (Original or certified B-BBEE Certificate)	10
LED (Proof of address signed by ward Councillor / Lease Agreement)	10
Total	100

**SUPPLIERS/SERVICE PROVIDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- [a] Sundays River Valley Municipality Supply Chain Management Policy will apply;
- [b] Sundays River Valley Municipality does not bind itself to accept the lowest BID or any other BID and reserves the right to accept the whole or part of the BID;

[c] Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically, will not be accepted.

[d] Price(s) quoted must be valid for at least ninety (90) days from the date of your offer.

[e] Price(s) quoted must be firm and must be inclusive of VAT.

[f] A firm delivery period must be indicated.

[h] **The following compulsory documents must be submitted with the tender.**

1. Valid Tax Clearance Certificate- OR Status Pin.
2. B-BBEE Certificate **Original or Certified copy**, Sworn Affidavit **Original or Certified Copy**.
3. **Original** certified ID Copies of Entity's Director(s)

**(Certification not older than 3 months before the closing date)**

4. Completed MBD forms -1, 4, 6.1, 8 & 9.
5. Company registration Documents.
6. Municipal statement of Rates or Billing Clearance not older than three months or valid Lease Agreement.
7. Proof of Central Supplier Database (CSD) registration- a full report printed.

**Failure to submit any of the above requested documents will invalidate your bid and it will not be evaluated further.**

Technical enquiries related to this bid can be directed to [garyb@srvm.gov.za](mailto:garyb@srvm.gov.za) or 042 230 7805. SCM enquiries related to this bid can be directed to [phelokazin@srvm.gov.za](mailto:phelokazin@srvm.gov.za) or 042 230 7807.



**Mr. T. Klaas**

**Municipal Manager**