

ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS – Q05355-SUPPLY AND DELIVERY OF STATIONERY FOR CORPORATE SERVICES.

uMzinyathi District Municipality hereby invites offers from suitably qualified and experienced service providers for: **Q05355-SUPPLY AND DELIVERY OF STATIONERY FOR CORPORATE SERVICES.**

Bid documents will be available as from **10 September 2025** at www.etenders.gov.za and Municipal website: www.umzinyathi.gov.za.

The completed bid document clearly marked relevant: '**Bid number and description**' must be deposited in the tender box located at the reception area of the uMzinyathi District Municipality Offices, 39 Victoria Street, Princess Magogo Building, Dundee, 3000, on or before **12h00 on Wednesday, 17 September 2025** where all bids will be opened in public.

Telegraphic, faxed, emailed tender documents will not be accepted. Bidders must attach the following mandatory returnable documents in order to be considered for this bid:

- Full CSD Report
- Original certified copies of owners identity document (Not older than six months)
- Proof of company registration (CIPC),
- Copy of current **municipal account** for all Director/s and Company, not owing more than 90 days or copy of lease agreement from the relevant leasing authority. If the business is operated from the residence of one of the Director/s, an **original affidavit**, certified, must be submitted stating the address of the premises from your local SAPS office. In a case where the directors are not liable for the payment of rates/taxes, an affidavit commissioned by SAPS stating that the director is not liable for the payment of rates must be submitted.
- In case the director does not own property/is a tenant, **leasing agreement** should be submitted to confirm the place of residence. Tenders who are not registered with any municipality for the payment of rates and services due to their location may submit **proof of residence** / business address certified by a Municipal Councillor, but only if the residence is the same address as the business address, accompanied by an affidavit commissioned by SAPS.
- If the bidder's place of work or the address is located in rural settlement under traditional council, the bidder must submit the **proof of resident** certified by the traditional council leader and proof of resident certified by ward councillor.
- **Completed MBD 3.1 must be stamped (company stamp) and signed Municipal Bidding Document (MBD 1, MBD 4, MBD 6.1 MBD 8 and MBD 9) must be submitted.**
- **NB: False declaration on paragraph 3.14 of MBD 4 and information on CSD will lead in to automatic disqualification.**
- **In addition to MBD'S, quotation must be submitted on the company letterhead**

Tenders will be adjudicated in terms of the Council Supply Chain Management Policy on the 80/20 Preferential Point System. It is therefore compulsory that the municipal tender document be used. uMzinyathi District Municipality is not bound to accept the lowest or any quote.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT and disbursements.

Tender documents sent via Courier services must be deposited in the tender box and not be handed to an employee of uMzinyathi District Municipality. NB: No quotation will be considered from persons in the service of the state

Failure to comply with these conditions may invalidate your offer.

Enquiries can be directed to **Ms. Immaculate Sithole** on Tel: 034 219 1500 or any SCM related issues must be directed to 034 219 1500 (SCM Unit) during normal office hours.

.....
MANAGER: SUPPLY CHAIN MANAGEMENT

...../...../2025