

## SWELLENDAM MUNICIPALITY



**TENDER NO: SMT39/22/23**

### **SUPPLY AND DELIVERY OF OFFICE SUPPLIES, STATIONERY AND PAPER PRODUCTS FOR A 3 YEAR PERIOD**

Official bid documents and specifications are obtainable from Mr. J. Scholtz (Supply Chain Management Unit, 11 Lind Street, Swellendam on tel. 028 514 8500 or email [scm@swellenmun.co.za](mailto:scm@swellenmun.co.za), from, **23 March 2023**. One complete set of tender documents will be supplied on receipt of a non-refundable deposit of **R609.50** (Vat Incl.) Banking details:

Account Name	Bank Name	Acc. Number	Branch Code	Acc. Type
Swellendam Municipality	ABSA	239 056 0039	334 213	Cheque

Any technical enquiries can be made to Mr. C. Levendal at tel. no. 028-5148500 or e-mail: [clevendal@swellendam.gov.za](mailto:clevendal@swellendam.gov.za).

Bids must be submitted in a sealed envelope and must be clearly marked with the respective tender number and description. Tenders must be placed in the Municipal Tender Box before 12h00 on **Friday, 14 April 2023** situated at the Supply Chain Management Offices, 11 Lind Street, Swellendam after which tenders will be opened in public. Tenders may only be submitted on the prescribed tender documents and must include the Tax Compliance Status **PIN** as issued by **SARS**.

Late bids and bids received by E-Mail or Facsimile will not be considered. Bids 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 Municipality reserves the right to withdraw any invitation for tenders and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or award a contract to the service provider scoring the highest number of points. Subject to the sole discretion of the Municipality, failure to supply all supplementary information and documentation may result in the tender being rendered non-responsive

#### **Special Condition of tender:**

- The supplier must be an established Stationer. If not, bidder must provide past performance record regarding contracts with similar nature and value and at least 3 contactable references.
- Bidders will be required to quote on ALL items in a respective category. Failure to do so may lead to a non-responsive/incomplete offer.

#### **Please Note:**

- Quotation / Tender box is open 24/7. The standard size of the 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;
- A valid B-BBEE certificate and certified copies of directors and owners' identities and municipal rates and taxes must be submitted with the documentation.

Bids shall remain valid for a 90-day period calculated from the bid closing date.

**A VORSTER**  
**MUNICIPAL MANAGER**  
**PO. BOX 20**  
**SWELLENDAM**  
**NOTICE NO. T29/2023**