



TENDER ADVERT

**INVITATION FOR SERVICE PROVIDERS TO FORM A PANEL FOR SUPPLY AND DELIVERY OF STATIONERY FOR
uMGUNGUNDOLOVU DISTRICT MUNICIPALITY
TENDER NO. 6/2026**

The uMgungundlovu District Municipality seeks professional service providers to form a panel for the supply and delivery of stationery items as and when required for a period of 36 months.

Tender documents can be downloaded from the municipal website at www.umdmd.gov.za/etenders.gov.za or an email request for a copy can be sent to bidspec@umdmd.gov.za. Any queries can be directed to Ms A Ramphal via email bidspec@umdmd.gov.za. There will NOT be a scheduled compulsory briefing session for this Tender.

The 80/20 preference point system in terms of the municipality's SCM Policy will be applicable as follows:

		POINTS
PRICE		80
SPECIFIC GOALS (20 Points)		
Race (Points are not cumulative)	Sub-points	10
- \geq 50% Black Owned (HDP)	10	
- < 50% Black Owned (HDP)	5	
Locality (Points are not cumulative)	Sub-points	10
- Office based in uMgungundlovu District	10	
- Office based in KwaZulu-Natal (outside uMDM)	5	
- Office based outside of KwaZulu-Natal	3	
Total points for Price and Specific Goals		100

- Tenderers are required to submit a minimum 3 reference letters, from National/Provincial or Municipal Entity, where similar services were rendered, with a minimum value of R 100,000 per reference letter/service rendered for the Supply of Stationery, in order to substantiate the ability to undertake the required services.

Tender submissions must be properly bound, sealed in an envelope and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality (Main Building), 242 Langalibalele Street, Pietermaritzburg, before **12H00 on 5 JUNE 2026**, clearly marked with the Tender Number and Tender Description. **Late tenders or tenders received by way of Facsimile or E-Mail will under no circumstances be considered.**

All service providers intending to submit a tender are required to be registered on the Central Supplier Database. Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.

A handwritten signature in black ink, appearing to read 'EMH', is written over a solid horizontal line.

Dr. EX Muthwa
Municipal Manager
uMgungundlovu District Municipality