

## MOSSEL BAY MUNICIPALITY

### INVITATION TO TENDER

**CLOSING TIME: 12:00**

**CLOSING DATE: 20 FEBRUARY 2026**

#### **TDR101/2025/2026: SUPPLY AND DELIVERY OF TOILETPAPER AND PAPER TOWELS TO THE MOSSEL BAY MUNICIPALITY**

Tenders are hereby invited from service provider for the supply and delivery of toilet paper and paper towels to the Mossel Bay Municipality for the period of three (3) years from 1 July 2026 to 30 June 2029.

Tenders must be submitted on the original documents and remain valid for one hundred and twenty (120) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Ms. Marilize Smit at telephone (044) 606-5190 or e-mail to [marilize.smit@mosselbay.gov.za](mailto:marilize.smit@mosselbay.gov.za) OR Ms. Nombulelo Gwangqa at telephone (044) 606-5180 or e-mail to [ngwangqa@mosselbay.gov.za](mailto:ngwangqa@mosselbay.gov.za). Enquiries pertaining to the completion of the documents can be addressed to Ms Juanita Schutte who may be contacted at telephone (044) 606-5198 or e-mail at [jschutte@mosselbay.gov.za](mailto:jschutte@mosselbay.gov.za).

A set of tender documents can be obtained at a non-refundable cost of R264.00 per set from Ms Juanita Schutte who may be contacted at telephone (044) 606-5198 or e-mail at [jschutte@mosselbay.gov.za](mailto:jschutte@mosselbay.gov.za) **OR** it can be obtained on our website at [www.mosselbay.gov.za](http://www.mosselbay.gov.za) free of charge. If you require a hard copy of the tender document, payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside) or EFT (Banking details and Reference Nr can be obtained from [esnyders@mosselbay.gov.za](mailto:esnyders@mosselbay.gov.za))**, prior to collecting and proof of payment must be provided when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay by not later than 12h00 on Friday, 20 February 2026** or be posted to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

Responsive bids will be evaluated on the 80/20 or 90/10 Preference Points System. A maximum of 20 points (80/20 preference point system) or 10 points (90/10 preference point system) will be allocated for specific goals. 50% of the 20/10 points will be allocated in terms of a bidder's B-BBEE scorecard and other 50% of the 20/10 points will be for a bidder's locality.

The tender box will be emptied just after 12h00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

It is expected of all Bidders who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on the Database.

**MR C PUREN  
MUNICIPAL MANAGER**