

SWELLENDAM MUNICIPALITY



TENDER NO: SMT43/25/26
SUPPLY AND DELIVERY OF OFFICE SUPPLIES, STATIONERY AND PRINTED BOOKS
FOR A 3-YEAR PERIOD.

Official bid documents and specifications are obtainable from Mr. K. Juries (Supply Chain Management Unit, 11 Lind Street, Swellendam on tel: 028 514 8500 or email scm@swellendam.gov.za , **02 April 2026**. One complete set of tender documents will be supplied on receipt of a non-refundable deposit of **R730.00** (Vat Incl.).

| Account Name | Bank Name | Acc. Number | Branch Code | Acc. Type |
|-------------------------|---------------|-------------|-------------|-----------------|
| Swellendam Municipality | Standard Bank | 280013965 | 050513 | Current Account |

Any technical enquiries can be made to Mr. C.Levendal at Telephone No. 028 514 8500 or e-mail: clevendal@swellendam.gov.za

Tenders 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 **11h00** on **24 April 2026**. 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 tenders and tenders received by E-Mail or Facsimile will not be considered. Tenders will be evaluated and adjudicated in accordance with the Swellendam Municipality's preferential procurement policy and it's Supply Chain Management Policy. The **80/20**-point system will be applicable. The Council does not bind itself to accept the lowest or any bid and reserves the right to accept a tender in full or a part thereof. 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 Conditions of Tender:

- Bidders will be required to **quote on ALL items**. Failure to do so may lead to a non-responsive/incomplete offer It is the intention of the Municipality to award the tender in whole to a single bidder to reduce administration costs and increase procurement/logistical efficiency.

Please Note:

- Quotation / Tender box is open 24/7;
- Standard size of opening is: 10cm high and 33cm wide;
- All Technical inquiries **MUST** be in writing to the responsible official on this advert.

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

A VORSTER
MUNICIPAL MANAGER
PO BOX 20
SWELLENDAM, 6740

Notice No. T41/2026