



PRINCESS MAGOGO BUILDING, 39 Victoria Street, Dundee 3000, Tel: 034 219 1500, Fax: 034 218 1940
e-mail:rc3@umzinyathi.gov.za

RE-ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS – Q05054 SUPPLY AND DELIVERY OF STATIONERY FOR UMZINYATHI DISTRICT MUNICIPALITY-TECHNICAL SERVICES

uMzinyathi District Municipality hereby invites offers from suitably qualified and experienced service providers for: **Q05054-Supply and Delivery of Stationery for uMzinyathi District Municipality-Technical Services**

Bid documents will be available as from **02 June 2025** at www.efenders.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 Monday, 09 June 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:

- Printed copy of a tax pin for further verification and full CSD Report
- Certified ID(s) copies of company director(s)
- Proof of company registration,
- "**Bidder**" municipal rates, electricity or water account not older than 3 Months, **proof of lease agreement** or rental or sworn affidavit if the business operates at a place of residence.
- **Completed MBD 3.1 must be stamped (company stamp) and signed Municipal Bidding Document must be submitted**
- **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 (30) 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 **Mrs. Minenhle Mdlalose** on Tel: 034 219 1514 or any SCM related issues must be directed to 034 219 1500 (SCM Unit) and scm@umzinyathi.gov.za during normal office hours.

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MANAGER: SUPPLY CHAIN MANAGEMENT

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