



THE APPOINTMENT OF PANEL OF SERVICE PROVIDERS TO SUPPLY, DELIVER AND OFFLOADING OF STATIONERY ON AN AS & WHEN REQUIRED FOR THREE YEARS

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Tenderer

Witness 1

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TENDERING PROCEDURES

THE TENDER

Part T1: Tendering Procedures

- T1.1 Tender notice and invitation to tender
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T1.1 TENDER NOTICE AND REQUEST FOR PROPOSALS

Dr JS Moroka Local Municipality invites Tenders from the suitably qualified Tenderers who meet the prescribed requirements for **THE APPOINTMENT OF PANEL OF SERVICE PROVIDERS TO SUPPLY, DELIVER AND OFFLOADING OF STATIONERY ON AN AS & WHEN REQUIRED FOR THREE YEARS.**

Tender documents will be obtainable from **22 August 2022** on payment of cash non-refundable document fee of **R3 058.06** per document from the offices of the **Dr JS Moroka Local Municipality, 2601/3 Bongimfundo Street in Siyabuswa, during office hours from 09h00am to 16h00pm from Monday to Friday.** Tender documents may also be downloaded free of charge from E-Tender.

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in an envelope and externally endorsed with the description: **CONTRACT NUMBER: JSM ADM/01/2022 THE APPOINTMENT OF PANEL OF SERVICE PROVIDERS TO SUPPLY, DELIVER AND OFFLOADING OF STATIONERY ON AN AS & WHEN REQUIRED FOR THREE YEARS** and be deposited in the Tender Box, at A2601/3 Bongimfundo street, Siyabuswa Mpumalanga not later than **11h00am on 13 September 2022.** The document will immediately be opened in public. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Tenders will be evaluated in terms of the approved 2021/2022 Supply Chain Management policy of the Dr JS Moroka Local Municipality. The lowest or any tender will not necessarily be accepted and suitably the Dr JS Moroka Local Municipality reserves the right not to consider any tender **not suitably endorsed or comprehensively completed**, as well as the right to accept the tender in whole or part. Service Providers need to be registered with the Central Supplier Database (CSD)

Procurement related enquiries may be directed to Unit: Supply Chain of the Dr JS Moroka Local Municipality at 013-973 1101 while technical enquiries may be directed to Unit: Admin & Secretariat at 013 973 1101

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2