



PROJECT/BID 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

SCOPE OF WORK

1. PURPOSE

To appoint a service provider for supply, delivery and offloading of stationery for Dr J.S Moroka Local Municipality as and when required.

2. BACKGROUND

The objective of appointing a service providers for supply and offloading of stationery is to provide administrative support to officials and other staff members who from time to time or on daily basis require office materials and equipment in the form of stationaries to provide services rendered by the municipality to the communities. The service providers will be appointed for a period of 3 years (36 months) and their service will be sourced on as- and -when required basis.

3. SCOPE OF SERVICES

3.1 The scope entails supply and delivery of stationery materials at designated municipal offices or municipal stores. The service provider is expected to use his or her own transport and labour when supplying the material. The contract is as and when required thus the service provider will deliver materials per the request and approval of the quote issued by the relevant Department and Division of the municipality

[Signature box]

Tenderer

[Signature box]

Witness 1

[Signature box]

Witness 2

[Signature box]

Employer

[Signature box]

Witness 1

[Signature box]

Witness 2



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