



SUNDAYS RIVER VALLEY MUNICIPALITY

SUPPLY AND DELIVERY OF STATIONERY

REQUEST FOR QUOTATION

BID NO: SRVM RFQ-18/2026

Sundays River Valley Municipality invites suitable qualified and experienced service providers for the following service: **SUPPLY AND DELIVERY OF STATIONERY**.

Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed **WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID**, and be deposited in the Bid box, at the offices of the Sundays River Valley Municipality, Supply Chain Office, No. 23 Middle Street, Kirkwood not later than **29 January 2026 at 12h00 PM**.

A detailed specification and bid forms can be downloaded from the Sundays River Valley Municipality website or E-tender website or can be requested from SCM Office yuvub@srvm.gov.za or siyat@srvm.gov.za or siyan@srvm.gov.za or 042 230 7778/7777/7743.

TENDERS WILL BE EVALUATED IN TERMS OF THE 80/20 PREFERENTIAL POINT SYSTEM AS PER PREFERENTIAL PROCUREMENT REGULATION ,2022.

Evaluation Criteria	Points
Price	80
Specific Goals – B-BBEE (Original or certified B-BBEE Certificate)	10
LED (Proof of address signed by ward Councillor / Lease Agreement)	10
Total	100

SUPPLIERS/SERVICE PROVIDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- [a] Sundays River Valley Municipality Supply Chain Management Policy will apply;
- [b] Sundays River Valley Municipality does not bind itself to accept the lowest BID or any other BID and reserves the right to accept the whole or part of the BID;
- [c] Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- [d] Price(s) quoted must be valid for at least ninety (90) days from the date of your offer.
- [e] Price(s) quoted must be firm and must be inclusive of VAT.
- [f] A firm delivery period must be indicated.
- [g] **The following compulsory documents must be submitted with the tender.**
 - 1. Valid Tax Clearance Certificate- OR Valid Status Pin.

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2. B-BBEE Certificate **Original or Certified copy OR Sworn Affidavit Original or Certified Copy**
 3. Original certified ID Copies of Entity's Director(s)
(Certification not older than 3 months before the closing date)
 4. Completed MBD forms -1, 4, 6.1, 8 & 9
 5. Company registration Documents.
 6. Municipal statement of Rates or Billing Clearance not older than three months or valid Lease Agreement.
- [h] Proof of Central Supplier Database (CSD) registration- a full report printed

Failure to submit any of the above requested documents will invalidate your bid and it will not be evaluated further.

Technical enquiries related to this bid can be directed to garyb@srvm.gov.za or 042 230 7745.
SCM enquiries related to this bid can be directed to phelokazin@srvm.gov.za or 042 230 7807.



Mr. T. Klaas
Municipal Manager