



**BID NO: COM111/2024**  
**CLOSING DATE: 5 DECEMBER 2024 AT 11:00**

**SUPPLY AND DELIVERY OF A4 PRINTING PAPER AND ENVELOPES FOR CITY OF MBOMBELA**

Bids are hereby invited from potential service providers for supply, delivery and off-loading of A4 white printing paper and A4 manilla brown envelopes for the City of Mbombela at Barberton Municipal Stores.

It is compulsory that service providers download a copy of the bid document that will ONLY be available as 27 November 2024 on the City's website: [www.mbombela.gov.za](http://www.mbombela.gov.za) on the tenders and notices folder and National Treasury e-Tender Portal: [www.etenders.gov.za](http://www.etenders.gov.za) free of charge.

Duly completed bid documents and supporting documents which are, CERTIFIED ID COPIES OF BUSINESS DIRECTORS, COPY OF TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE TO CLAIM B-BBEE POINTS, CURRENT MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RESIDENCE FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT ACCOMPANIED BY THE LESSOR'S UP-TO-DATE MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY FOR BOTH THE COMPANY AND ALL ITS ACTIVE DIRECTORS INCLUDING JV's AND CONSORTIUMS, CSD REGISTRATION FULL REPORT (Summary Report will not be considered) and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: "BID NO, COM111/2024: SUPPLY AND DELIVERY OF A4 PRINTING PAPER AND ENVELOPES FOR CITY OF MBOMBELA, CLOSING DATE: 5 DECEMBER 2024" with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered. No briefing session shall be conducted for this tender. Technical enquiries may be directed to the project manager on the below contact details.

**Bidders are advised not to commit fraudulent activities or forge documents. All abusers of the SCM system, including forging or faking of returnable documents, may be reported to SAPS and restricted from doing business with any Public Institutions for a period NOT exceeding 10 years which is in line with section 28 and 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.**

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, No 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022, where 80 points will be allocated in respect of price and 20 points in respect of specific targeted goals as per the City's Preferential Procurement Policy.

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|-------------------------|---|-------------------------------------|
| Supply Chain Management | : | Christopher Nkambule (013) 759 2358 |
| Project Manager         | : | Skhumbuzo Metiso (013) 759 2105     |
| Employer                | : | City Manager: Mr W. Khumalo         |
|                         |   | City of Mbombela                    |
|                         |   | Po Box 45; Mbombela; 1200           |

***NB: The results of this bid will be published on council website as prescribed on the MFMA sec 75 (1) (g) and SCM regulations, sec. 23 (c).***