



PRINCESS MAGOGO BUILDING, 39 Victoria Street, Dundee 3000, Tel: 034 219 1500, Fax: 034 218 1940
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ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS – Q06319- SUPPLY AND DELIVERY OF 150 BOXES OF A4 WHITE COPY PAPER FOR FINANCE DEPARTMENT

uMzinyathi District Municipality hereby invites offers from suitably qualified and experienced service providers for: **Q06319- Supply and delivery of 150 boxes of A4 white copy paper for Finance department**

Bid documents will be available as from **22 September 2026** at www.etenders.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 Tuesday, 29 September 2026** 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:

- Original certified copies of owner's identity document (Not older than six months)
- Proof of company registration (CIPC),
- Recent copy of current **municipal account** of the bidder not owing more than 90 days or a copy of a **lease agreement** from relevant leasing authority or a **proof of residence** certified by traditional council leader. If the bidder's place of work or the address is located in rural settlement under traditional council, the bidder must submit the proof of residence certified by the traditional council leader and proof of residence certified by ward councilor. If the business is operated from the residence of one of the Bidders, an **original affidavit**, certified must be submitted stating the address of the premises from your local SAPS office/commissioner of oath.
- Recent copy of current **municipal account** of each Director not owing more than 90 days or a copy of a **lease agreement** from relevant leasing authority or a **proof of residence** certified by traditional council leader. If the directors place of work or the address is located in rural settlement under traditional council, the directors must submit the proof of resident certified by the traditional council leader and proof of resident certified by ward councilor. If the business is operated from the residence of one of the directors, an **original affidavit**, certified, must be submitted stating the address of the premises from your local SAPS office,
- **Completed MBD 3.1 must be stamped (company stamp) and signed Municipal Bidding Document (MBD 1, MBD 4, MBD 6.1 MBD 8 and MBD 9) must be submitted.**
- **NB: False declaration on paragraph 3.14 of MBD 4 and information on CSD will lead in to automatic disqualification.**
- **In addition to MBD'S, quotation must be submitted on the company letterhead**

Additional document:

- Full CSD Report

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 ninety (90) 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 **Ms. Lungi Nkosi** on Tel: 034 219 1509 or any SCM related issues must be directed to 034 219 1500 (SCM Unit) during normal office hours.

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MANAGER: SUPPLY CHAIN MANAGEMENT

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