

Bid No: SCM 15/2024/25

Supply Chain enquiries: 016 973 8742/44

Date: 11 September 2024

Request for formal Written Quotation

Kindly furnish Metsimaholo Local Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF A4 WHITE PRINTING PAPER ON AS AND WHEN REQUIRED BASIS.

Detailed Specification, returnable MBD forms and General Conditions of Contract (GCC) are obtainable from Supply Chain Management Unit, Finance Building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your company and must be delivered not later than **18 September 2024 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground Floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Service provider** must submit **municipal rates and taxes statement on the company name** that is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)**, for locality purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or a valid copy of **lease agreement** signed by both parties, where the bidder is the lessee, or **SARS tax pin document**, an **official letter from the bank** or **bank statement** indicating the registered business address of the bidder, bidders from rural area a **letter from the municipality** that the area is not liable to pay municipal rates and taxes OR a **signed letter from the chief indicating** that the bidder is from that particular rural/tribal area.

General Conditions are available on the Municipal website for your information.

Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloun
Municipal Manager

SPECIFICATION

❖ A4 PRINTING PAPER

DESCRIPTION	QUANTITY
A4 Printing paper or equivalent to Typek (White) <ul style="list-style-type: none">• A4 White 80g/m²• 2500 Sheets• 5 Reams	Per Box

RETURNABLES

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