MAGARENG MUNICIPALITY

INVITATION: FORMAL WRITTEN PRICE QUOTATION FOR SEVEN DAYS NOTICE

BID NO: RFQ09/2026/27

Magareng Municipality hereby invites suitably prospective service providers to quote for "**Supply and Delivery of Printing & Stationery" Sealed** price quotations clearly marked **"BID NO: RFQ 09/2026/27 Supply and Delivery of Printing & Stationery clearly** endorsed on the envelope **must** be submitted to Magareng Local Municipality, Magrietha Prinsloo street, WARRENTON, 8530. Bids **must** reach the municipality before **12H00 on Wednesday 18 November 2026**

Specification

Printing & Stationery must include the following:

Description	Quantity
• A4 Printing Paper Box	145 Boxes
• Black Pen Box	9 Boxes
• Red Pen Box	1 Box
• Stapler standard size	13
• Giant Stapler	03
• Giant Puncher	06
• Standard Puncher	01
• Arch Lever Files	100
• Staples (26/6) Standard size	55 Boxes
• Staples (23/10 – H-13) Heavy duty	10 Boxes
• Staple Remover	13
• 45W Hp Laptop Charger	01
• Memory Sticks 64GB (3.0)	10
• Envelops (white A4 324 x 229)	1 Box
• Highlighters Pack	20
• Permanent Markers Pack	04
• File Dividers Pack	100
• Sticky Note Pads	03
• Fold Back 35mm	01 Box
• Paper Clips Box 50mm	01 Box
• Paper Clips Box 33mm	01 Box
• File Fasteners	02 Boxes
• Scissors	06

• Rulers	13
• Flexi Notebook + 200 Pages	03
• Hard Cover A4 Book	04
• Clear Cello Tape big	04
• Table Organiser	03
• Prestic/ Bostic	07
• Calculator	02
• Office Desk Calculator	03
• Attendance Registers	10
• Printing Colour Papers (Yellow, Green & Blue)	01 Box of each
• 10m Extension Cords	03
• Multiplug	03
• 1 hole Puncher	01
• Letter Opener	03
• Masking Tape	03
• A4 Counterbook 288 3Quire	14
• Z20 Brown Files	100
• Stamp Ink	02
• A4 Envelopes	02 packets
• Departmental Stamps - Corporate Services - Corporate Admin - Budget and Treasury - Revenue - Date Stamp (2027 – 2032)	01 of each
• Laser-Jet 151A W1510A) for Pro MFP4103FDW Printer	20

1. Late, emailed, faxed, incomplete quotes will not be considered.

2. All quotes will be adjudicated and awarded in terms of the Magareng Local Municipality Procurement and Supply Chain Management Policy, the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and the regulations promulgated under this Act. This bid is subject to the General Conditions of Contract and, if applicable, any other Special Condition of Contract.

3. **Suppliers must submit their quotes with the following documentation and or information:**

   3.1 A valid original Tax Clearance certificate or valid tax pin.

   3.2 Proof of municipal services for business properties as well as residential properties registered in the name(s) of all shareholders and / or directors that the bidder has no undisputed commitments for municipal services towards a municipality or service provider i.r.o. payments which are overdue more than 90 days, if the bidder is the lessee a valid lease agreement together with the municipal account of the landlord, or a letter from tribal authority if the service provider operates in rural areas.

   3.3 Quotes must be valid for a period of 30 days

3.4 Certified evidence of B-B.B.E.E. contributor status by SANAS, IRBA or SANAS accredited agencies or valid affidavit.

3.5 MBD 4, 6.1, 8 and 9 must be fully completed and signed together with quotation.

3.6 Bidders must be registered on the Central Supplier Data Base and must be compliant.

3.7 In terms of procurement preferential policy, the municipality aims to achieve Historical Disadvantage Individuals (HDI) special goal. Therefore, the 80 points will be for price and 20 points will be for specific goals (Certified copy of identity document of directors of the company) see the table below:

SPECIFIC GOALS:

Locality (10 point max).	
Locality.	**Number of points for locality.**
Within the boundaries of Magareng Local Municipality.	10
Within the boundaries of Northern Cape District/Frances Baard District.	6
Within the boundaries of Northern Cape.	4
Outside the boundaries of the Northern Cape or failure to provide proof.	0

Historical disadvantaged individuals (10 points max).	
Number of points for HDI.	
"Ownership"	
<51%	4
>51%<100%	6
100%	**10**

4. The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid if (a) the bid amounts received are too high; (b) the bids do not comply with the specific bid goals; or (c) objective criteria exist which justify or necessitate the non-acceptance of any bids.

5. Address and the vat number 4840122032 of the municipality must appear on the quote.

6. Failure to meet the above requirements or submission of documents, except for submission of BBBEE certificate or Valid sworn affidavit will lead to disqualification of the quotation.

Enquiries: SCM Office at Tel no :(053) 497 3111)

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Mr T Thage

Municipal Manager

Notice date: 10/11/2026