



MANTSOPA

MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)
(As from 6 December 2000)

Head office

Private Bag X11 or
P.O. Box 64
LADYBRAND
9745

38 Joubert Street
LADYBRAND
9745

Tel: 051-9240654
051-9240659
051-9240655
051-9240657

Fax: 051-9240020

E-mail:
mantsopamun@xsinet.co.za

Area Offices

P.O. Box 76
TWEESPRUIT
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 24
EXCELSIOR
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 5
HOBHOUSE
9740

Tel: 051-9640012

Hobhouse Way 177

THABA PATCHOA
9771

File no.:8/1/8/1

Contact Person: Khotso Pharoe

09 May 2025

INVITATION FOR QUOTATIONS – RE-SUPPLY, DELIVERY AND OFF-LOADING OF OFFICE STATIONERY FOR MANTSOPA LOCAL MUNICIPALITY.

Specifications:

Quantity	Description
100	Boxes of White Printing Paper
200	Arch Lever Files
50	Colored Files

NB:

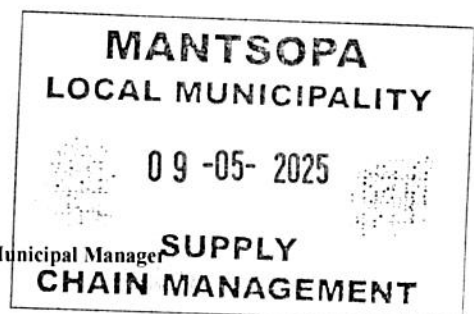
The bidder must provide the delivery timeframe in the quotation.

The bidder is required to complete the MBD 4 Form.

The bidder is required to complete the MBD 6.1 Form.

If any municipal rates, taxes, or service charges owed by the bidder or its directors to the municipality are in arrears for over three months, the supplier will be disqualified.

The Forms are obtainable at Mantsopa Website www.mantsopa.fs.gov.za



All correspondence to be addressed to the Municipal Manager

Tel: 051-9640012

Fax: 051-9640054

GENERAL CONDITIONS

All quotations must comply with the following conditions:

1. Item must be fully described.
2. Price for items must include VAT
3. Indication of whether price is firm or not firm.
4. Quotations must be valid for a minimum period of 30 days.
5. Delivery period must be indicated and show whether it is firm or not firm.
6. Quotation must be signed by a duly authorized person. **No faxed quotation**
7. This quotation will be evaluated in terms of the 80/20 preferential points system as prescribed in the Preferential Procurement Policy Regulation of 2022.
8. **Only service providers who are in the Central database must submit the quotations.**
9. The successful supplier will be the one who scores the highest points.
10. The bidder must attach Municipal Rates and Taxes Account or Municipal Service Charges owed by the bidder or any its directors to the Municipality or to any other Municipality other Municipality or Municipal Entity must not be in arrears more than three months. The bidders in Mantsopa Local Municipality must arrange to pay the Municipal Rates and Taxes or Municipal Service Charges if they are awarded the bid. The Lease Agreement must be accompanied by the Landlord's Municipal Rates and Taxes or Municipal Services Charges that are not in arrears for more than three months.
12. **NB: All service provider(s) are requested to submit a CSD Report or Copy of the ID's.**

Specified Goals for Preferential Points System

Specific Goals	Points Allocation
Black Owned (More than 51%)	10
Women owned (More than %51%)	5
Youth Owned <35(More than 51%)	5
Total Points	20

All correspondence to be addressed to the Municipal Manager

Enquiries on Specification: Mr. T Moathodi – 071 832 0585

Quotations must be submitted and delivered to the **Quotation Box (telephone number: 051 924 0654)** at **38 Joubert Street, Ladybrand 9745**, on or before **15 May 2025 @12h00** the envelope must be sealed and clearly marked **'SUPPLY, DELIVERY AND OFF-LOADING OF OFFICE STATIONERY FOR MANTSOPA LOCAL MUNICIPALITY** quoting reference number **SCM/FIN 05/24/25**.

RECOMMENDATION BY THE CFO:

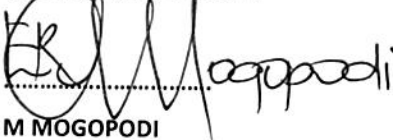


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T TSHIKUNDU

DATE: 2025/5/9

APPROVAL BY THE MM



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M MOGOPODI

MUNICIPAL MANAGER

DATE: 09/05/2025