



NOTICE NO: 08/2025/2026

SUPPLY AND DELIVERY OF STATIONERY TO UBUNTU MUNICIPALITY

Service Providers are invited to submit quotations for supply & delivery of stationery to Ubuntu Municipality.

Description	Quantity
Ballpoint Black pens (Deli every Q9-BK)	10 Boxes
Manilla paper	100
Lever Arch file A4	100
Counter Books – A4 192 pages	30
Treelined Scissors	2 Boxes
File Fasteners – 80 Stainless steel	50 Boxes
A4 Laminating Pouches (100 pieces)	1 Pack
Staples	50
Rotatrim Paper white A4	200 Boxes

Or Equivalent

The quotation must be placed in the tender box, closing date and time is on 03 October 2025 at 12h00 and quotes will be opened in public immediately thereafter in the Finance Boardroom. No E-mail or Fax are accepted.

Quote will be valid for 90 days after the closing date. All submitted Quote shall be evaluated in terms of the Preferential Procurement Framework Act, No.5 of 2002 and Preferential Procurement Regulations, 2022 and bidders may claim preference points in terms of the municipal preference procurement policy will be applicable as follows: (80) and specific goal: promotion of local owned enterprises (20) total point 100. Suppliers must submit their quotes with the following documentation and or information:

- A valid original Tax Clearance certificate.
- Proof of Valid CSD registration printout
- Municipal Account
- MBD 4, declaration forms be obtained at Ubuntu Municipality website, must be completed, and signed.

The Ubuntu Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. Quotations are subject to the General Conditions of Contract and the Supply Chain Management Policy of the Ubuntu Municipality.

Please refer enquiries to Mrs E van Staden at telephone number: 053 621 0026.

Mrs. L. Itumeleng
78 Church Street
Victoria West
7070

26 September 2025