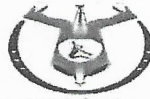


Ubuntu Municipality



78 Church Street, Victoria west 7070

Tel: 053 621 0026

Fax: 053 621 368

NOTICE NO: 01/2026/2027

Advert Date :15 /09/2026

Notice is hereby given in terms of section 111 of the MFMA (No 56 of 2003) and Clause 12(1) of the Municipal Supply Chain Management Policy that Ubuntu Municipality intends to appoint a service provider to supply and deliver of Stationary to Ubuntu Local Municipality.

Specification

Description	Quantity
Pen Deli Every Ballpoint Black 1.0mm Black box of 50	8 Boxes
BIC Cristal Ultra Fine 60 Ballpoint Pen in Box, 0.7 mm Nib Size, Black	2 Boxes
Deli Think Ballpoint Pen Clear Barrel Red Box of 50	5 Boxes
Lever Arch Files (Croxley 75mm)	8 boxes of 25
Pen flex Highlighters 10's	2 Boxes (Pink) 2 Boxes (Green) 2 Boxes (Yellow)
Prestik	30 Packs
Pritt	10 packs of 6
Envelopes (A4) 250 x Brown Mailing envelopes self-seal posting mailing home office and Ecommerce	3 Boxes
Exam Pads – A4	50
Counter Books – A4 192 page	100
Correction Pens (Box of 10)	5 Boxes
Treeline Scissors (21cm)	5 Boxes
File Fasteners - 80mm Stainless Steel	20 Boxes

A4 Laminating Pouches (100 pieces)	5 packs
Staplers Treeline 26/6 Staplers	50
Staples Treeline 26/6 Staples	50
Staple Removers Heavy Duty Staple Removers	50 10
Punches	20
Paper Clips Treeline Paper Clips 10 packs of 100-Pieces, 33 mm Size, Silver	10 packs
Jumbo paper clips 10 packs of 100-pieces, 72mm (2.8 inch)	5 packs
Giant Heavey Duty 100 Sheet Metal Stapler	01
Heavy Duty 2 Hole Punch 60 Sheets Black	01
Comb Bind Binding Combs	16mm – 2 Boxes 22mm – 2 Boxes 28mm – 2 Boxes 32mm – 2 Boxes 38mm – 3 Boxes 51mm - 3 Boxes
Plastic (Book Cover) 16m	50
Business Card Laminating Pouches (150 micron – 75x75) 100 pieces	5 Packs
Sticky Notes 3x3 Inch, 6 Pack, Bright Colors, 100 Sheets/Pad, 600 Total	20 Packs
Sticky Notes 45x12mm	10 packs
A3 Laminating Machine	01
A3 Laminating Pouches (100's)	01 Pack
Pencils	20
Permanent Markers	10 Boxes (Black) 10 Boxes (Red) 10 Boxes (Blue)
Rotatrim A4 Paper (White)	100 boxes

Or Equivalent

The quotation must be placed in the tender box; closing date and time is on 21 September 2026 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 Mr AR Botha (SCM related) at telephone number: 053 621 0026.



15 September 2026

Mr. Z Mjandana
Acting Municipal Manager
78 Church Street
Victoria West
7070