



TENDER NOTICE AND INVITATION TO TENDER

TENDER NUMBER EDM/30/2025-26

APPOINTMENT OF A PANEL OF FIVE SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR A PERIOD OF THREE YEARS AT EHLANZENI DISTRICT MUNICIPALITY

Tenders are hereby invited from capable and experienced service providers for the above tender.

1. Only tenderers who have provided the following mandatory information and documents to be used to evaluate the tenderers' responsiveness will be considered for further evaluation for functionality:

- 1.1 Only service providers that are registered on the Central Supplier Database will be considered for the awarding of this request for quotations and a copy of CSD report not later than three months should be attached.
 - 1.2 Price(s) quoted must be firm, VAT and other taxes inclusive and valid for at least ninety (90) days from the date of your offer.
 - 1.3 No tenders shall be considered from a person/s who are in the service of the state.
 - 1.4 Service providers are required to fully complete the attached MBD forms and submit together with their written tenders.
 - 1.5 Attach a bank account confirmation letter with bank stamp not older than three months accompanied with an affidavit confirming the business bank account details - if the banking details are not verified on the CSD report.
 - 1.6 Attach certified copy of identity documents (ID) of company directors.
 - 1.7 Attach certified copy of the company registration certificate issued by the Companies and Intellectual Property Commission (CIPC).
 - 1.8 Valid SARS PIN must be attached.
 - 1.9 Attach verifiable Municipal Account/s not older than three months for both the tenderer and entity owner/s or director/s. In areas where the municipalities are not issuing municipal accounts, attach valid lease agreements or confirmation of residence or address for both the tenderer and entity owner/s or director/s issued by a relevant authority not older than three months.
 - 1.10 Bidders are advised not to commit any fraudulent activities, including forgery of documents. All abuses of the Supply Chain Management (SCM) systems including but not limited to forgery of returnable documents, may be reported to the South African Police Service (SAPS) and restricted from doing business with any public institution or organ of the state for a period not exceeding 10 years in line with the Prevention of Fraud and Corrupt Activities Act 12 of 2004.
 - 1.11 Joint Venture or Consortium Agreement if applicable
 - 1.12 All completed tender documents must be duly signed and submitted on the PDF document that has been issued and all certified returnable documents should not be more than three (3) months old.
- 2. The tender will be evaluated on 80/20 preference point system in terms of the Preferential Procurement Policy of the Ehlanzeni District Municipality. The policy preference point system will be applied as follows:**
- 2.1 The 80 points will be for price; and
 - 2.2 The 20 points will be allocated for the specified goals on a proportional or pro rata basis as follows:

POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS		
HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS	POINTS ALLOCATION	SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS
100% black person or people owned enterprise	5,0	A copy of a Full CSD report not older than 3 months
More than 30% woman or women shareholding or owned enterprise	2,5	
more than 30% youth shareholding or owned enterprise	2,5	
More than 30% people living with disability shareholding or owned enterprise	2,5	A copy of a Medical Certificate to confirm disability or stated on CSD report.
POINTS FOR IMPLEMENTING OF RDP PROGRAMMES		
Enterprises regarded as *EMEs located within the Ehlanzeni District Municipality area of jurisdiction	2,5	<ul style="list-style-type: none"> ➤ A copy of a Full CSD report not older than 3 months NB: Points will only be awarded if the CSD physical address is the same as the address for the proof of residence required in 1.9 above.
B-BBEE level 1 contribution	5,0	<ul style="list-style-type: none"> ➤ Certified Valid BBBEE certificate; or ➤ Certified Valid EME and SME a sworn affidavit; or ➤ Certified Valid CIPC issued certificate confirming annual turnover and level of Black Ownership.
TOTAL PREFERENCE POINTS TO BE CLAIMED	20,0	

***EME's are Exempted Micro Enterprise with an annual turnover of R10 million or less.**

Received tenders will be evaluated for responsiveness based on mandatory requirements, functionality and bidders who obtain a minimum of **70 points** out of a possible **100 points**,

Tender documents can be viewed and downloaded at no cost on the Document Sharing and Collaboration Platform or Portal (NEPTUNE): <http://edmservices.ehlanzeni.gov.za> and National Treasury Portal from **Wednesday, 17 June 2026**. Further information regarding the downloading and uploading of documents will be explained at the compulsory briefing session.

A compulsory briefing session will be held on **Friday, 19 June 2026, 11H00** at **Ehlanzeni District Municipality, 8 van Niekerk Street, Sonheuwel Central, DMC, Mbombela, 1201**

Where bids should be submitted - Completed tender and other returnable documents must be submitted only in PDF format on the Document Sharing and Collaboration Platform or Portal: <http://edmservices.ehlanzeni.gov.za> on or before **Tuesday, 30 June 2026** not later than **12h00**.

Tender Documents received by telegram, fax and post will not be considered.

Enquiries: Contact Person - ADMINISTRATION: Mr. S P Khumalo at 013 759 8573 pkhumalo@ehlanzeni.gov.za

Contact Person – TECHNICAL: Mrs. S Viane at 013 759 8500 or smsomi@ehlanzeni.gov.za

Employer: **Acting Municipal Manager: Ms S S Madlopha**
Ehlanzeni District Municipality
P. O. Box 3333
MBOMBELA
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