

## MASILONYANA LOCAL MUNICIPALITY

Physical Address: Cnr Pienaar n Le Roux Str  
Theunissen  
9410

Postal Address P.O Box 8  
Theunissen  
9410



Our Ref:  
Tel: 057 733 2841/2  
Fax: 057 733 2856  
[cfo@masilonyana.co.za](mailto:cfo@masilonyana.co.za)

### BID INVITATION: SUPPLY OF STATIONERY

Bids are hereby invited from suitably qualified service providers to submit proposals for the supply of stationery for a period of 3 years as recommended by the specification committee.

Bid reference number: 2014/07/07

Bid Documentation available from: Masilonyana Local Municipality

Cnr Pienaar and Le Roux  
Theunissen  
9410  
Supply Chain Management Office

Enquiries: Mrs N Mekana  
Acting Chief Financial Officer  
Tel: 057 733 2841  
Fax: 057 733 2856

Compulsory briefing session  
06 August 2014 at 09:00 a.m  
Masilonyana Local Municipality  
Theunissen chamber

Instruction with the depositing of tenders:  
Address tenders to:  
Mr.S.S.Mtakati  
Municipal Manager  
Masilonyana Local Municipality  
Theunissen  
9410

Closing date: 18 August 2014, 12:00 (mid-day)  
On the municipal clock

Tender Box: Masilonyana Local Municipality  
Theunissen  
9410

#### SPECIAL CONDITIONS OF A TENDER:

- The tender will be evaluated using 80/20 preference points system.
- A two stage evaluation process will be followed, i.e. functionality and preference point system attached as schedule 2 in the tender document.
- Tender documents are available at R350.00 non-refundable cash payment.
- Tenders must be enclosed in a sealed envelope clearly stating the tender number
- All prices quoted must be VAT inclusive, except in the case of non-VAT vendors.
- No tender document will be accepted if not properly sealed and marked.
- The general conditions of contract will be applicable to this tender,
- Bids not signed by the bidder will be rejected,
- No rectification/correction fluid may be used on the document
- Bids received after closing TIME and/ or DATE will NOT be considered;

- The highest points or any bid will not necessary be accepted, and the Municipality reserves the right to sub-divide the contract and/or accept any portion of any bid thereof;
- Masilonyana Local Municipality reserves the right not to make any appointment.
- Tenders must be delivered personally and be placed in the Masilonyana Local Municipality's tender box. No emailed or faxed tenders will be accepted.
- No bids will be considered from persons in the service of the state.
- There will be a compulsory briefing session ,your tender will automatically be disqualified for non-attendance
- Please note that should you not receive any correspondence from the Municipality regarding your bid within three months after the closing date of this advertisement, you should regard your bid unsuccessful.

**NON SUBMISSION OF THE FOLLOWING DOCUMENTS WILL DISQUALIFY YOUR BID**

- A valid original tax clearance certificate
- Company registration certificate(CK)
- Identity documents of directors/owners/members/shareholders
- Company profile
- Municipal rates and taxes
- Any other relevant registration certificate pertaining to your industry

Mr. S.S Mtakati  
Municipal Manager