TENDER NOTICE

Bids are hereby invited from suitably experienced Service Providers for the project stated below:

BID NO	DESCRIPTION	ADVERTISING DATE	CLOSING DATE
ELM/1/10/2026T	PANEL OF THREE (3) SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR A PERIOD OF 36 MONTHS (AS AND WHEN REQUIRED)	07 OCTOBER 2026	10 NOVEMBER 2026 @12H00

Bid documents will be available from the **09 October 2026** on the Emalahleni Local Municipality Municipal Website: www.emalahlenilm.gov.za and **E-TENDER PORTAL.**

Project enquiries shall be directed to **Mr.SK Gxagxisa 078 844 7244 / at** gxagxisas@emalahlenilm.gov.za during normal office hours (**08h00-16h30**) and all bidding enquiries shall be directed to **Mr. N Stemela on 078 112 8036/ at stemelan@emalahlenilm.gov.za** during normal office hours (**08h00-16h30**).

Completed bids and supporting documentation, placed in a sealed envelope clearly written on the outside as per the bid document, must be dropped in the marked bid box placed at the reception of the Emalahleni Local Municipality offices at 37 Indwe Road in Lady Frere not later than **12h00 pm on the dates as mentioned above**, all the received bids will be opened in public.

BIDS WILL BE EVALUATED ON THE BASIS OF RESPOSIVENESS FIRST THEN FUNCTIONALITY AND ONLY RESPONSIVE BIDS WILL BE EVALUATED ON PRICE AND SPECIFIC GOALS AT 80/20 POINTS BASIS AS INDICATED FROM THE BELOW TABLE.

EVALUATION CRITERIA	POINTS ALLOCATION
Pricing	80
Specific Goals	20
TOTAL	100

SPECIFIC GOALS

CATEGORY	VERIFICATION METHOD	Weighting
Women Ownership	**CSD report**	**10**
Youth Ownership	**CSD report**	**10**
TOTAL POINTS		**20**

FUNCTIONALITY: 100 points, Minimum qualifying points will be 70 for further evaluation

Item	Requirement	Score
Experience	Bidder must submit four (4) appointment letters with reference letters for similar projects. NB: Each project weighs 20 points. Points can only be claimed by attaching credible appointment letters from public entities with reference letters from previous clients	80
Project plan	Bidders must submit a detailed project plan indicating: • Estimated delivery timeframe from receipt of the official purchase order.	20
Minimum Threshold required		70
Total Points		100

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING:

- Bidders will be adjudicated in accordance with the Municipality Supply Chain Management Policy and the Specific Goal Preferential Procurement will be based on the 80/20 points system.
- The Validity period is **120** days from the closing date of bids.
- Submit a company registration certificate (C.K document).
- Bidders must submit a Tax Compliance status document with Pin issued by South African Revenue Services (SARS).
- Submit all director's certified ID copies as reflecting on the company registration document.
- Submit proof registration of **Full Central Supplier Database**.
- All municipal rates and taxes of the supplier must be paid where the business has its head or regional office. Latest billing clearance certificate or account statement not older than 3 months must be submitted with the bid, or if the property is being leased then lease agreement must be attached, failure to do so will result in the bid being disqualified.
- Fully Completed Tender Forms and, all returnable **MBDs** –Part of the tender document. Return all returnable documents to the employer after completing them entirely by writing legibly in non – erasable ink.
- Only the original tender document will be accepted.
- All certified documents must not be older than three (03) months.
- All other pre-requisites as detailed in the bid documents shall apply.
- Failure to complete all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned bids will not be considered.
- Emalahleni Local Municipality does not bind itself to accept the lowest or any bid and reserves the right not to accept the whole or any part of the bid.

Ms TT MADOTYENI
MUNICIPAL MANAGER