

P.O. Box 1593
 SENWABARWANA 0790
 Tel: No.: 015 505 7100

E-mail: info@blouberg.gov.za

01 December 2025

REQUEST FOR QUOTATION
ALL PROSPECTIVE BIDDERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE
PROCUREMENT OF STATIONERY

Description	Quantity	Details of offer
1. Notebook 2 quire	30	
2. Trip authorization book(duplicated)	100	
3. Logbook(triplicated)	100	
4. Sign here stickers	40	
5. File Dividers (Numbers)	20	
6. Black Click Pen	120	
7. Staples 26/6 (boxes of 5000)	20	
8. Canon PGI 2400XL BLACK	01	
9. Canon PGI 2400XL YELLOW	01	
10. Canon PGI 2400XL MAGENTA	01	
11. Canon PGI 2400XL CYAN	01	

The following documents are compulsory for all Bidders:

- CSD report not older than three (3) months
- Attach **MBD4, MBD8** and **MBD9** downloadable from Municipal website, www.blouberg.gov.za
- The Master Registration Number or Tax compliance status pin or a valid copy of tax clearance certificate
- CK

[N.B. Failure to attach the above documents will disqualify the bidder from further evaluation]

- Preference point system, (80/20) where 80 points will be for price and 20 for preference as per PPPFA of 2000, Historically Disadvantaged Individuals (target goals) or any other specific goals Contributor Number of points (20).

Preferential Elements	20 Points
Historical Disadvantage Individual Specific Points - Contributor	Number of Points : 20
1. Locality = [(Capricorn Region = 6 Limpopo Province = 2 / Outside = 1)]	6 (attach company proof of address and affidavit supporting proof of address)

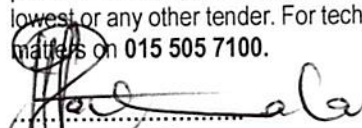
2. Gender [(Women = 4, Men = 3)]	4 (attach certified copies of Identity Documents)
3. Youth = [18 – 35]	1 (attach certified copies of Identity Documents)
4. Race [Blacks (Africans, Coloureds and Indians) = 8, White = 2]	8 (attach certified copies of Identity Documents)
5. Disability [Any]	1 (Form of proof / letter / medical report signed and certified by a Qualified Medical Doctor)
6. Non-Compliant Contributor	0

The following condition will apply:

- Channels to be followed in the instance wherein the bidder is aggrieved by the decision taken by the BLM in the implementation of its SCM system, any matter arising from a contract awarded in the course of its SCM system or any matter arising from the contract. (Regulation 49 & 50 of MFMA 56 of 2003)
- The written dispute must be lodged within 14 days of decision to the BLM and attention to Makwela M(015 505 7100)
- The dispute, objection, complaint or query may be referred to the relevant provincial treasury if, it is not resolved within 60 days or no response is received from the municipality within 60 days.
- If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

[NB This regulation must not be read as affecting a person's rights to approach a court at any time]

All quotations must be submitted in a sealed envelope marked "PROCUREMENT OF STATIONERY at procurement office before/on the 09TH DECEMBER 2025 at 12H00 pm. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, MISS Musolwa TE and MR Mphahle MN for SCM related matters on 015 505 7100.


 Ramothwala RJ
 Municipal Manager

