



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

E-mail: info@blouberg.gov.za

20 July 2026

REQUEST FOR QUOTATION

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

Description	Quantity	Details of offer
1. Black Click Pens (Bic)	240	
2. Staples 66/8	05 boxes	
3. Highlighters (Penflex - Different Colors)	20	
4. Scissor (210mm Marlin)	15	
5. File Fasteners 75MM	30	
6. 12-way surge multiplug	10	
7. Large Storage File Box (Tidy Files)- no lids	150	
8. Notebook-2 quire	20	
9. A3 blank pages-box	02	
10. Attendance register (from 10751)	10	
11. Stamp ink no oil-black and blue	40 (20 each)	
12. Small desk stapler	20	
13. Staples 26/6	15 boxes	
14. Sign here pop up flag	20	
15. Staples 66/14	05 boxes	
16. Heavy duty giant puncher	10	

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 28TH July 2026 at 12H00 pm. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, **MR Motala RM** and **MR Mpashi MN** for SCM related matters on 015 505 7100.


 Ramothwala RJ
 Municipal Manager

21/07/2026
 Date

BLOUBERG MUNICIPALITY
2026 -07- 21
P.O. BOX 1593 SENWABARWANA. 0790 TEL: 015 505 7100