Nketoana Local Municipality

SUPPLY CHAIN MANAGEMENT OFFICE

Request for Quotation

RFQ	QUANTITY	DESCRIPTION
2787/2026		NKETOANA LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT QUOTATIONS TO SUPPLY AND DELIVERY OF STATIONARY.
	10 BOXES	ARCH LEVEL FILES • The files measure 320mm X 280mm X 75mm and designed to fit in A4 documents like study notes and work documents, Black in colour. • 10 in a box, strong paper board with sturdy metal rings.
	10 BOXES	BROWN MAILING ENVELOPES A4, Closure type / self - seal
	20 BOXES	5 MEMORY STICKS, 64GB black in colour • Connection type: USB, Memory size 64GB
	5 BOXES	LAMINATING POUCHES A4 – 100 PACK • Office essentials laminating pouches 100 pack 75 micron.
	5 Pack of 100	LAMINATING POUCHES
	05	500 GB SEAGTE EXTRNAL HARD DRIVE. BLACK COLOUR- 1 HARD DRIVE
	30	SCISSORS 210 X 2.0mm (BIG)
	5 BOXES	Pack of 10 A4 Counter Book 288 pages • A4 counter book 3 Quire
	5 BOXES	Book Cover A4 Pack of 10 • Book cover A4 2 Quire
	2 BOXES	Pack of 100 • Book cover rolls • 500mm x 700mm Assorted colours
	5 BOXES	Quotation Folders 10 piece set Assorted • Treeline PVC quotation folders
	10 BOXES	Staples 26/6 staples (5000) pack of 10 • Staples 26/6 (5000) pack of 10
	5 BOXES	6 Staplers in a box • Item No: E0307 Stapler • Uses staples 26/6
	10 BOXES	150 pack large rubber band • Heavy Duty Size 8 inches
	10 BOXES	4 PCS Basic correction fluid office • Correction pen
	2 BOXES	60 Pens • HP Pencils
	15 BOXES	60 Pens • Pilot Pen Black
	3 BOXES	60 Pens • Pilot pen red
	2 BOXES	10 Permanent Makers • Marking pen permanent maker colour: Blue
	30 BOXES	1 Staple Rexel remover • Staple rexel remover
	20 BOXES	Pastel Sticky notes 4X100 Sheets • Pastel sticky notes 4X100 Sheets • 76X6
	2 BOXES	20 pencils sharpeners • Metal pencil sharpener one whole
	BOXES	20 A5 notebooks • Scholar A5 Notebook 192 pages colour black, red
	20 Packs	24 file dividers • Plastic file dividers A4 Size
	20	20 Pocket flip file • Flip file 20 pocket

Mr M MAHAMOTSA
Acting Municipal Manager

Advert date: 13/11/2026

	30 BOXES	Pack of 4 batteries • Eveready power pus R20PP
	10 BOXES	100 Streets coloured A4 papers • 100 sheets coloured A4 papers • 10 Assorted colours
	10 BOXES	10 Highlights • Highlights assorted bright colours
	10 BOXES	Pritt 24 x43g • Original Pritt
	10 BOXES	6 Big Sello tapes • Clear tape 50m Colour: Transparent
	BOXES	A4 Exam Pad 100 sheets pack of 5 • Marlin A4 Exam Pad, 100 sheets with Feint lines margin
	5X Pack of 5	Pack of 5 • Butterfly A4 coloured Plastic slip-on book cover, Heavy duty book cover
	10 Boxes	Pack of 10 Rulers • Marlin assorted neon colours 30 cm rulers
	20	Casio Calculator • Desktop calculator (14 digits) • Brand: Casio • Power supply: Batteries • Colour: Black • Calculator Casio 222688 LCD White Plastic

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING TERMS AND CONDITIONS:

- The RFQ will strictly close on **23 November 2026 at 12h00 Noon**.
- Document will be available at the Nketoana Local Municipality, Cnr Church and Voortrekker Street Reitz from 10:00 on **Monday 16 November** 2026.
- All quotations must be enclosed in a sealed envelope clearly marked with the correct RFQ number and be deposited in the Bid/Tender box at Nketoana Local Municipality Cnr Church and Voortrekker Street Reitz 9810.
- **A non- refundable bid document fee of R50.00 is payable with the Municipality Cnr Church and Voortrekker street Reitz 9810.**
- Proof of purchase of bid document must be attached.
- Nketoana Local Municipality Supply Chain Policy will apply:
- The lowest or any other quotation will not necessarily be accepted, and the Municipality reserves the right to accept where applicable the whole or part of the bid or not to appoint.
- Late, telegraphed, emailed, faxed, unsigned or incomplete Rfq will not be accepted.
- A valid Tax pin obtainable from SARS; must be submitted.
- All persons in the service of the state are not allowed to bid.
- A current service account of water, lights and Rates obtainable from any Local or Metropolitan Municipality must not exceed three months and must not be in arrears.
- Original certified copy of BBBEE certificate obtainable from IRBA or verified by SANAS or sworn affidavit.
- Municipal Supply chain management policy and Preferential Procurement Policy Framework Act No 5 of 2000 (80/20 preferential

Mr M MAHAMOTSA
Acting Municipal Manager

Advert date: 13/11/2026

points allocation system in line with revised Procurement Regulations of 2022 by using the balance scorecard methodology) will be applied.

- Preferences: Thabo Mofutsanyana District
- The suppliers must be registered on Central Suppliers Database to qualify for the mentioned bids.
- Failure to attach the required documents will lead to disqualification.

Enquiries should be directed to Mrs Girly Miya @ 079 798 3631

"Empowerment is our core business"

Mr M MAHAMOTSA
Acting Municipal Manager

Advert date: 13/11/2026