

# Nketoana Local Municipality

## SUPPLY CHAIN MANAGEMENT OFFICE

### Re-Advert: Request for Quotation

RFQ	QUANTITY	DESCRIPTION
2650/2026		NKETOANA LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR SUPPLY AND DELIVERY OF STATIONARY.
	100 BOXES	THE FILES MEASURES 320 MM X 280MM 75 MM, BLACK IN COLOUR. STRONG PAPER BOARD WITH STURDY METAL RINGS- 10 ARCH LEVEL FILES
	10 BOXES	COLOUR BROWN CLOSURE TYPE/SELF-SEAL – 100 X BROWN MAILING ENVELOPS A4
	10 BOXES	SAN DISK 64 GB COLOUR: BLACK. CONNECTION TYPE: USB MEMORY SIZE 64 GB- 5 MEMORY STICK
	50 BOXES	OFFICE ESSENTIALS LAMINATING POUCHES A4-100 PACK 75 MICRON- LAMINATING POUCHES A4-100 PACK
	10	500 GB SEAGTE EXTRNAL HARD DRIVE. BLACK COLOUR- 1 HARD DRIVE
	50 SCISSORS	210 X 2.0 MM (BIG) 50 SCISSORS
	10 BOXES	A4 COUNTER BOOK 3 QUIRE- PACK OF 10 A4 COUNTER BOOK 288 PAGES
	20 BOXES	BOOK COVER A4 70 MICRONS PRE-CUT. BOOK COVER A4 PACK OF 10
	2 BOXES	500 MM X70 MM ASSORTED COLOURS. PACK OF 100 BOOK COVER ROLLS
	10 BOXES	TREELINE PVC QUOTATION FOLDERS. QUOTATION FOLDERS 10 PIECES SET ASSORTED
	30 BOXES	STAPLES 26/6 (5000) PACK OF 10. STAPLES 26/6 STAPLES (5000) PACK OF 10.
	25 BOXES	ITEM: E0307 STAPLER USES STAPLES26/6. 6 STAPLERS IN A BOX.
	25 BOXES	HEAVY DUTY SIZE 8 INCHES. 150 PACK LARGE RUBBER HAND.
	20 BOXES	CORRECTION PEN. 4 PCS BASIC CORRECTION FLUID OFFICE
	30 BOXES	HP PENCILS. 60 PENCILS
	100 BOXES	PILOT PEN BLACK. 60 PENS
	100 BOXES	PILOT PEN RED. 60 PENS
	30 BOXES	SIZE LARGE: COLOUR WHITE. PACK OF 20 ERASER
	20 BOXES	MARKING PEN PERMANENT MARKER COLOUR: BLAE. 10 PERMANENT MAKERS.
	50 BOXES	STAPLER REXEL REMOVER.
	50 BOXES	PASTEL STICKY NOTES 4X100 SHEETS 76X6. PASTEL STICKY NOTES 4X100 SHEETS
	25 BOXES	METAL PENCIL SHARPENER ONE WHOLE. 20 PENCIL SHARPENERS
	2 BOXES	SCHOLAR A5 NOTEBOOK 192 PAGES COLOUR BLACK, RED. 20 A5 NOTEBOOKS 20 A5 NOTEBOOKS
	100 PACKS	PLASTIC FILE DIVIDER'S A4 SIZE. 24 FILE DIVIDER'S
	100	FLIP FILE POCKET 20. 20 POCKET FILES
	30 BOXES	EVEREADY POWER BUS R20 PP. PACK OF 4 BATTERIES
	30 BOXES	HIGHLIGHTERS ASSORTED BRIGHT COLOURS. 10 HIGHLIGHTERS
	100 BOXES	ORIGNAL PRITT. PRITT 24 X 43G
	20 BOXES	MARLIN A4 EXAM PAD, 100 SHEETS WITH FEINT LINES AND MARGIN. A4 EXAM PAD 100 SHEETS
	20 BOXES	BUTTERFLY A4 PLASTIC BOOK. 100 BULK PACK
	20 BOXES	MARLIN ASSORTED NEON COLOURS 30 CM RULES. PACK OF 10 RULERS
	50 BOXES	A4 COUNTER BOOK SECTION SEWN FOR EXTRA STRENGTHG 2 QUIRE. PACK OF 10 A4 COUNTER BOOK 192 PAGES
	50	CASIO CALCULATOR. DESKTOP CALCULATOR (14 DIGITS) POWER SUPPLY; BATTERIS

Mr S M NHLAPO  
Municipal Manager



Advert date: 17/02/2025

		COLOUR: BLACK CALCULATOR 222688: LCD WHITE PLASTIC. CASIO CALCULATOR.
	6 DIARIES	6 DIARIES: COLOUR BLACK PR BLUE. DIARIES.
	100	FLIP FILE 20 POCKETS. POCKETS
	50 BOXES	DURACELL AAA ALKALINE BATTERIES 4 PACK. 20 BATTERIES
	50 BOXES	DURACELL AA ALKALINE BATTERIES 4 PACK.
	20 BOXES	100 SHEETS COLOURED A4 PAPERS 10 ASSORTED COLOURS. 100 SHEETS COLOURED A4 PAPERS

**BIDDERS SHALL TAKE NOTE OF THE FOLLOWING TERMS AND CONDITIONS:**

- The RFQ will strictly close on **25 FEBRUARY 2026 at 12h00 Noon.**
- Document will be available at the Nketoana Local Municipality, Cnr Church and Voortrekker Street Reitz from 10:00 on Thursday 05 February 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 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 S M NHLAPO**  
Municipal Manager

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