



CITY OF MATLOSANA

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION DOCUMENT

R30 000 – R300 000.00 (Including Vat)

BID NUMBER:	COM/SCM/Q87/2025/26
DESCRIPTION:	SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY
BID CLOSING DATE:	02 MARCH 2026
INFORMATION SESSION:	N/A
BID VALIDITY PERIOD:	60 days
PHYSICAL ADDRESS WHERE BID DOCUMENTS CAN BE COLLECTED:	QUOTATION DOCUMENTS ARE AVAILABLE FROM SUPPLY CHAIN MANAGEMENT UNIT, MAYIBUYE BUILDING KLERKSDORP 2570
SUBMIT BIDS TO:	TENDER BOX AT GROUND FLOOR AT THE FOYER, MAYIBUYE BUILDING, KLERKSDORP
NON-REFUNDABLE DOCUMENT FEE:	R50.00
ADVERTISED DATE	23 FEBRUARY 2026

Bidders' attention is specifically drawn to the provisions of the bid rules which are included in the bid documents.

- The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.
- City of Matlosana reserves the right to accept any portion of any tender to appoint multiple suppliers and to waive any requirements as contained in the tender conditions.
- Bids completed in pencil or erasable pen will be regarded as invalid bids.
- Submission of electronic and fax bids are not acceptable.

Ms. L SEAMETSO
MUNICIPAL MANAGER
CORNER BRAM FISHER AND O R TAMBO STREET
KLERKSDORP
2570

EVALUATION PROCESS AND CRITERIA