18 November 2026

JOE MOROLONG LOCAL MUNICIPALITY

Quotation Name: : Supply and Delivery of Municipal 50 A4 Notebooks and 200 A5 Notebooks

Quotation No : Q 04 18/11/2026

Joe Morolong Local Municipality invites interested registered service providers to quote for the above:

Quotations Closing

Date: **27 November 2026**
Time: **09:00**
Venue: **Joe Morolong Local Municipality Office –Tender Box**
Street Address: **Churchill Village, D320 Cardington Road**

Documents Required:

- MBD Forms (1, 4, 8, & 9) for all Directors
- Registered with Joe Morolong Supplier Vendor Database, if not, a Vendor Registration form must accompany the submitted quotations (Available on the Municipality's website).
- Registered with CSD (Quote CSD Number)
- CIPC Cor 14.3
- Proof of rates & taxes from relevant authority for the preferred address of the company listed on CSD & CIPC (not older than 3 Months)
- Proof of rates & taxes from relevant authority of all directors as listed on CIPC (not older than 3 Months – Proof should correspond with the address on the CIPC Document)
- Valid South African Revenue Services (SARS) Tax Pin
- State the delivery timeline after receipt of purchase order on the quotation

***Failure to submit any of the above-mentioned documents, will result in the quotation being non-responsive.**

Contact Person

Mr T Phokoje 053 773 9330/ 076 737 9025 & Mr T Molaolwe 053 773 9328/ 082 839 3053

The quotation and supporting documentation must be enclosed in an envelope clearly endorsed with quotation name, number and must be deposited into the Tender Box, not later than the prescribed time and date. The quotation will be evaluated in accordance with the Joe Morolong Local Municipality's Supply Chain Management policy, preferential Procurement Policy Framework Act No 5 of 2000 and the preferential procurement regulations, 2022. Using the 80/20 points system where the 20 points will be allocated to a specific goal of the municipality (locality). Validity period of this quotations 30 Days.

NOTE: Emailed, Faxed or late quotation submissions will not be accepted. Please note that only vendors that are currently registered in the Joe Morolong Local municipality Data Base and CSD can submit quotations for this advert.

Mr O. Ramukhuvhathi
Acting Chief Financial Officer

Mrs B.D Motlhaping
Municipal Manager

JOE MOROLONG LOCAL MUNICIPALITY
REGISTRY
2026 -11- 18
PRIVATE BAG X117
MOTHIBISTAD 8474

50 A4 NOTEBOOK EXECUTIVE WITH FULL FOLLOWING FEATURES:

- Embossed on the front and back page:

Joe Morolong Local Municipality logo on the front cover.

Embossed name of the Municipality (Joe Morolong Local Municipality)

Embossed initial and surname of the Diary Holder with job title on the front cover

(E.g. Mayor: Cllr DD Motlhaping) Or (Municipal Manager Ms. B Motlhaping)

Physical Address, contact details, website and social media handles of the municipality

Vision and Mission on the back cover.

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- Insert of 4 pages on gloss material below

JMLM Management (1st Page)

Know your councillor (2nd Page)

2027 Calendar (3rd Page)

2027 School and Public Holidays (4th Page)

NB: Quote should be inclusive of design, Layout, Artwork, Editing and Delivery

200 A5 FOR WARD COMMITTEES WITH MUNICIPAL OFFICIAL COLOURS

- Embossed on front page with:

Joe Morolong Local Municipality logo on the front page.

Embossed name of the Municipality (Joe Morolong Local Municipality)

Physical Address, contact details and website and social media handles of the municipality, Vision and Mission on the back cover.

- Insert of 4 pages on gloss material below

JMLM Management (1st Page)

Know your councillor (2nd Page)

2027 Calendar (3rd Page)

2027 School and Public Holidays (4th Page)

NB: Quote should be inclusive of design, Layout, Artwork, Editing and Delivery

***The quotation and supporting documentation must be enclosed in an envelope clearly endorsed with quotation name, number and must be deposited in the tender box situated at the Municipality's reception area, not later than the stated time and date.**

***State the delivery timeline after receipt of purchase order on the quotation**

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