

07 September 2026



JOE MOROLONG
LOCAL MUNICIPALITY

Quotation Name: Supply and Delivery of Office Stationery Supplies

Quotation No : Q 01, 07/09/2026

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

Quotations Closing

Date: 17 September 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.
- Clearly state the name of the brand of each item on the quotation.
- State the delivery timeline after the 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

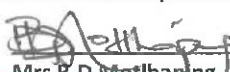
Ms N.V Sofuthe 053 773 9315 & Mr T Molalwe 053 773 9328/ 082 839 3053

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. Ramukhuvathi

Acting Chief Financial Officer


Mrs B.D Motlhapeng

Municipal Manager

**JOE MOROLONG
LOCAL MUNICIPALITY
REGISTRY**

2026 -09- 07

**PRIVATE BAG X117
MOTHIBISTAD 8474**

SPECIFICATIONS:

Item	Specification	Quantity
A4 White Copy Paper	80g/m ² , 2500 sheets (5 reams x 500 sheets)	200 boxes
Silver Office Accessories Paper Clips	33mm, 100 pieces per pack	2 boxes
Heavy-Duty Staples	Silver, 23/8, 1000 staples	3 boxes
Staples	26/6, 5M full strip, 5000 pieces per set	10 boxes
A4 Mottled Black Lever Arch Files	80mm spine width	100

***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**

