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OFFICE OF THE MUNICIPAL MANAGER

REQUEST FOR FORMAL WRITTEN QUOTATIONS

Date: 22 April 2026

Dear: Service provider

Kindly furnish Thabo Mofutsanyana District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

SUPPLY AND DELIVERY OF 200 BOXES OF A4 WHITE PRINTING PAPER.

IMPORTANT:

To be eligible to bid, refer to the following information, which is obtainable from the Supply Chain Unit,

- Technical Specifications
- Declaration of interest form (MBD 4 Form)
- Conditions under which prospective bidders can bid (The do's and the don'ts)

The quotation must be submitted with letterhead of your business and can be delivered by hand not later than the **30 April 2026 at 12h00** at **Thabo Mofutsanyana District Municipality (Old Parliament building) in the TENDER BOX.**

MANDATORY REQUIREMENTS:

- **Prices quoted must be valid for at least (30) days from date of your offer.**
- **Prices quoted must be firm and should clearly indicate whether price is VAT inclusive or VAT exclusive.**
- N:B Please indicate the period of delivery on your quotation which should be regarded as binding if you win this award.
- Valid original tax clearance certificate must be attached.

- Copy of company registration certificate (CK) reflecting equity owned by the members must be attached.
- ID copy/s of members must be attached.
- Valid original B-BBEE Certificate must be attached.
- Municipal rate or / Certificate relating to the payment of rates must be attached.
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act No 5 of 20000.

POINTS ALLOCATION FOR 80/20 PRINCIPLE

A) PRICE

B) SPECIFIC GOALS (B-BBEE status level contribution and locality).

Maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFICA GOALS	20 (10 BBEE and 10 Locality)
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

B-BBEE

B-BBEE Status level of contributor	Number of Points for Preference (80/20)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Locality

Locality of supplier	Number of points for Preference (80/20)	Evidence
Within the boundaries of Thabo Mofutsanyana District Municipality	10	Municipal Account/ Certificate relating to the payments of rates

Outside TMDM but within the boundaries of Free State Province	5	
Outside FS province but within the boundaries of Republic of South Africa	2	
Failure to provide proof of the above and/ or outside boundaries of RSA	0	

No quotation will be considered from persons in the services of the state.

FAILURE TO COMPLY WITH THESE CONDITIONS SHALL INVALIDATE YOUR OFFER (BIDDING CONDITIONS)

TO BE ELIGIBLE TO BID FOR MUNICIPALITY PROJECT(S), HERE ARE SOME OF THE DOS AND DON'TS.

Bidder must ensure that they are registered on central supplier database (CSD). Bidder must attach their most recent CSD report or otherwise provide, in their quotation, a number starting with "MAAA". Bids from bidders who are not registered on the CSD will not be considered.

A bidder's bid will be rejected if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months. In addition, for purpose of bidding.

- No lease agreement from bidders will be considered/accepted.
- No proof of residence by councillor will be considered/accepted.
- A bidder who purposefully bids using outside of the urban area, where no municipal accounts are not charged, must approach the local municipality offices, and request to be provided with a Municipal Services Clearance Certificate. This must be submitted with other bids documents.



Copy of company registration certificate showing a name(s) of an active member(s)/director(s), their ID number(s) and company address must be submitted with copies of their identity documents(IDs).

Where a recommended bidder is not tax compliant, the bidder will be notified of their non-compliant tax status and the bidder will be requested to submit to the municipality, within seven(07) working days, written proof from SARS of their compliance status or proof from SARS that they have arranged to meet their outstanding tax obligations. The bid shall be rejected if a bidder fails to provide proof of tax compliance status within the specified timeframe.

- **Prospective bidders in possession of the required information/documents, in their names, e.g. proof of CIDB grading, SETA accreditation letter, SAQA accreditation letter, and so on, may bid. In addition, fronting will in no way be tolerated.**

A bidder whose documents show multiple residential addresses may risk losing points especially if such addresses fall outside the area of Thabo Mofutsanyana District Municipality.

Prices quoted must be valid for at least 30(thirty) days to offer, must be firm and clearly indicate whether they are VAT inclusive or VAT exclusive. Should the bidder note to be VAT registered, quoted prices must not include VAT.

A bidder must indicate the period of delivery, on their quotation, which should be regarded as binding if they win the award.

A bidder must ensure that copies of documents to be submitted for the purpose of bidding are clearly visible, readable, and checked for validity period as some documents have expiry dates.

Bids may only be submitted on the bid documentation provided by the municipality.

Should it transpire that false/misleading information is being provided, a bid will not be considered.

Yours Faithfully

Me: T.P.M LEBENYA
Municipal Manager

