

ENDUMENI LOCAL MUNICIPALITY
Q66- 2025-26

**RE-ADVERTISEMENT OF SUPPLY AND DELIVERY OF A4 PAPERS AND FILES TO THE
ENDUMENI LOCAL MUNICIPAL STORES**
As per Specification in Document

1. No late submission of quotation will be considered.
2. No quotations sent or submitted by facsimile, telex, telegram, or electronic mail will be accepted.
3. The procurement process will be in terms of the Endumeni Supply Chain Management policy as approved by Council.
4. The Municipality is not obliged to accept the lowest or any quotation.
5. **All bidders must sign the delivery register situated by reception or with security.**
6. As per section 38(d) (I) & (ii) of Endumeni Municipality's Supply Chain Management Policy, bidders or any of its directors who are in arrears with their rates and taxes for more than three months or who have failed to perform satisfactorily on a previous contract in the last five years, will not be considered.
7. The supplier, as reference, is required to provide the company profile about the services that had been rendered by the same company to different institutions.
8. Documents for formal written quotation will be available from the **Finance Department –Mr S Sonpal (Sunil), Ms. S Kunene (Sma) or Ms H Khathi (Hlengiwe)** Room 14, Civic Centre, 64 Victoria Street, Dundee from 08h00 to 15h30, upon payment of a non – refundable deposit of R100.00 per set of documents.

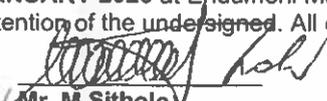
For further details/enquiries regarding this project, you are welcome to contact **Mr. MB SIKHAKHANE** at the Endumeni Municipality on **034 212 212 / 034 492 0587**.

The following documents are to be attached to your quotation document:

LIST OF RETURNABLES	YES / NO	SIGNATURE
Company Registration Document		
Valid Tax Compliance Certificate with Pin		
FULLY COMPELTED MBD 1, MBD 1- PART B, MBD 3.1, MBD 4, MBD 6.1, MBD 8 AND MBD 9		
ID Copies of Director's and Members of the Company		
Company/Director's Statement of Municipal Rates not older than 3 Months OR Company/Director's Lease Agreement that contains Statement of Municipal Rates OR Proof of Residence if the company/director resides/operates from a rural area. The attached must corresponds with the preferred address on CSD, if it does not correspond with preferred address on CSD, bidders will be DISQUALIFIED .		
Copy of a Detailed Central Suppliers Database Report.		

- **Should the bidder not attach the abovementioned supporting documents then his/her quotation will not be considered.**

Sealed quotations outwardly marked "Quotation Number: Q66-2025-26 "RE-ADVERTISEMENT OF SUPPLY AND DELIVERY OF A4 PAPERS AND FILES TO THE ENDUMENI LOCAL MUNICIPAL STORES", should be deposited into the quotation box on or before 14h00, **THURSDAY, 22 JANUARY 2026** at Endumeni Municipal Offices, Civic Centre, 64 Victoria Street, Dundee, for the attention of the undersigned. All quotations will be entered into a register and opened in public.


Mr. M Sithole
Acting Municipal Manager
Endumeni Municipality
Private Bag 2024
Dundee 3000

Notice No: 05/2026

Date: 15/01/2026