

THE MSUNDUZI MUNICIPALITY

QUOTATION NOTICE

QUOTATION No. Q12/1163 OF 24/25

**SUPPLY AND DELIVERY OF SPECIALIZED STATIONERY TO THE BESSIE HEAD
LIBRARY**

The Msunduzi Municipality hereby invites suitably experienced tenderers to submit quotations for the above works.

Quotation documents shall be available from the Supply Chain Management Unit Offices, 5th Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg, from **14h00 on Monday, 26 May 2025**. A non-refundable tender fee in the amount **R 252.92** (Including VAT) per document shall be levied. Only cash or EFT transactions will be accepted. Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury e-Tender Publication Portal on **www.etenders.gov.za**

For any technical related enquiries, please contact Samkelisiwe Mthembu (Bessie Head Library) on direct Telephone No. 033 392 2561 or e-mail address samkelisiwe.mthembu@msunduzi.gov.za.

For any procurement related enquiries, please contact Vuyani Msimang (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2807 or e-mail address vuyani.msimang@msunduzi.gov.za.

Sealed quotation endorsed on the envelope “**QUOTATION No. Q12/1163 OF 24/25**” must be placed in the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (coordinates -29.6126297; 30.3610014), not later than **12h00, on Monday, 02 June 2025**, when it will be publicly opened. Only quotations placed in the Tender Box shall be accepted.

The Validity period shall hold firm for ninety (90) days commencing from closing date of the quotation.

Tender Adjudication & Evaluation Criteria: Tenderers shall be evaluated on a 80/20 Preference Point system in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act No. 28 of 2024.

The allocation of Preference Points will be according to the following Specific Goals:

| Specific Goals | Description | Maximum Points |
|---|---|-----------------------|
| Black Owned Enterprise (BOE) ” | At least 51% South African Black ownership and/or more than 51% management controlled by South African black people (Black Owned Enterprise (BOE)) | 05 |
| Business Enterprises owned by Women | ≥ 51 % Women Owned Enterprise and Controlled by one or more women or 51% Management Control by one or more women. | 06 |
| Business Enterprises owned by Youth | ≥ 51 % Youth Owned Enterprise or 51% Management Control by Youth People. | 04 |
| Location of Business Enterprise | The promotion of enterprises located in a specific municipal area for work to be done or services rendered – Within Msunduzi Municipality’s jurisdiction. | 05 |
| Total Preference Points (Specific Goals) | | 20 |

The Msunduzi Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation. Each Service Provider will be informed of the quotation result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

NM. NGCOBO (ACTING MUNICIPAL MANAGER)