



SEDIBENG DISTRICT MUNICIPALITY
FORMAL WRITTEN QUOTATION

BID NO.:	DESCRIPTION	CONTACT PERSON
8/2/4/2-2026	Appointment of service provider for the Supply and delivery of Stationery and printing services for Licensing Department of Sedibeng District Municipality	Mr. T.M Lenake Cell.: 082 808 9364 Email: TshedisoL@sedibeng.gov.za

The employer is the **Sedibeng District Municipality**.

The physical address for collection of tender documents is the office of Sedibeng District Municipality, Third Floor, Cashier's Office, Corner Leslie & Beaconsfield Avenue, Vereeniging.

(Contact Person: Sibulele Zwedala at SibuleleN@sedibeng.gov.za OR 016 450 3110 / 016 450 3195 for SCM Enquiries)

Documents will be available for download on the municipal website www.sedibeng.gov.za/tenders
From Wednesday, 24 June 2026 and during weekdays thereafter.

The closing time for receipt of bid tender document is **12:00am on Thursday, 02 July 2026** Emailed and / or late tenders will not be accepted.

Tenders, completed as prescribed, shall be sealed in an envelope marked with the bidder's address, Tender No. and Description and be deposited in the **TENDER BOX at Sedibeng District Municipality, Cnr Leslie and Beaconsfield Avenue, Vereeniging. (The tender box is outside the building, ground floor).**

Bidders must take note of the following:

- ✓ Bids must only be submitted on the bid documentation provided by the Sedibeng District Municipality;
- ✓ Bids will be evaluated according to the **80/20** preferential points system;
- ✓ Persons in the service of the state are not allowed to bid;
- ✓ The lowest or any other bid will not necessarily be accepted and the Municipality reserves the right to accept the whole bid or part thereof, or not to accept any bid;
- ✓ Late, unsigned, or incomplete bids will be disqualified;
- ✓ Bidders are requested to submit **two copies** (one copy and one original). Each copy must be clearly marked **"copy"** and **"original"**;
- ✓ Bidders that are not registered on the Database will result to the tender being **"Non Responsive"**
- ✓ Bidders are requested to read and take note of the "Information to Bidders" attached on the bid document;
- ✓ All prospective suppliers are requested to attach their **Central Supplier Database (CSD)** registration number;
- ✓ The **CSD Summary Report** must be attached to the tender document submitted to Sedibeng District Municipality Main Building;

- ✓ Bidders who are not registered on the CSD are requested to contact National Treasury at csd@treasury.gov.za or on 012 406 9222 for any assistance / Sedibeng District Municipality Tender Advisory Helpdesk on **066 472 72 53**
- ✓ Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order;
- ✓ Bidders must ensure that the company status is **“In business”** with the Company and Intellectual Property Commission (CIPC);
- ✓ Bidders are requested to read and take note of the “information to Bidders” attached on the bid document;
- ✓ Bidders are required to submit original or certified copies of B-BBEE Status Level Verification Certificate together with their bids to substantiate their B-BBEE rating claims; and
- ✓ Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths
- ✓ A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.
- ✓ Note that if the Water and Lights statement is not in the company’s name, kindly submit a Lease Agreement between the company and the landlord
- ✓ Proof of registration on Central Supplier Database (CSD).
- ✓ Tax compliance status pin (to enable the municipality to verify the bidders tax compliance status)
- ✓ Reseller Accreditation Certificate

PLEASE NOTE:

- ✓ Only new and genuine Original Equipment Manufacturer (OEM)HP toner cartridges will be accepted;
- ✓ Remanufactured, refurbished, refilled compatible, generic, or third-party cartridges will not be considered and will result in disqualification of the quotation;
- ✓ All cartridges supplied must be in the original sealed HP packaging with intact security seals and labels;
- ✓ The supplier may be required to provide proof of authenticity, including product serial numbers, part numbers, and manufacturer warranty details;
- ✓ Any cartridges found to be required to provide proof of authenticity, including product serial numbers, part numbers, and manufacturer warranty details;
- ✓ Any cartridges found to be counterfeit, refilled, remanufactured, or otherwise not genuine OEM HP products will be rejected and returned to the supplier at the supplier’s cost; and
- ✓ Payment will only be processed upon successful verification and acceptance of the supplied OEM HP cartridges.