



SETSOTO LOCAL MUNICIPALITY
7 DAYS ADVERTISEMENT FOR FORMAL
WRITTEN PRICE QUOTATION (FWPQ)

FWPQ 223 (2025/26) SUPPLY AND DELIVERY OF OFFICE STATIONERY TO BE
DELIVERED IN FICKSBURG.

ITEM DESCRIPTION	QTY
A4 Photocopy paper (Box) Typek/ Rotarim or Equivalent	20
Canon 731 Y, M, C, K cartridges	2 x each
Epson L15160 Y, M, C, K cartridges	1 x each
Treeline Giant Files or Equivalent 80mm spine	50
Treeline Lever Arch Files or Equivalent 80mm spine	50
Silver File Fastner (30s)	3
Paper Clips 33mm (Box)	8
Paper Clips 50mm (Box)	5
Paper Clips 78mm (Box)	3
Foldback Clips 51mm 12s	10
Foldback Clips 25mm	5
Post- it Flags Neon	50
Office Glue Stick 35G	5
Office Calculator Casio	2
A4 Carbon Paper 25s	10
Gel Pens Black Pentel BL107	50
FINE Ballpoint Pens Black Pentel BK77	50
Ballpoint Pens Red	30
Correction Pen	5
Rubber bands 100s	3
0.5mm HB Clutch Pencils or Equivalent	5
0.5mm Pencil Leads	10
30cm Ruler	2
A4 4-choir Hardcover books	12

FWPQ 223 (2025/26)

File Dividers 1 – 31	50
File Dividers Jan – Dec	30
Permanent Marker Black	10
Office Stapler	4
Heavy Duty Stapler	1
White A4 Envelopes 250s	2
Staples 26/6 Box	2
8GB USB Stick	2
Multi- Color Highlighter Pack Croxley or Equivalent	5
Heavy-Duty plastic Cover Roll 50cm x 100m	1
Silver Office Paper Cover Roll 50cm x 100m	1
Exam Pads	10
Multi color Sticky Notes	10
Sellotape Clear 12mm	5
Clear Tape 48mm	5

NB: The successful Service Provider will be required to deliver the goods / services within 2 days upon receipt of the Official Purchase Order [otherwise Service Provider should indicate their delivery period if it falls outside these timeframes]. Failure to deliver within the stipulated period, the municipality reserves the right to cancel the order and appoint another bidder or institute any other remedies within law for the inconvenience / damages caused.

Requirements [failure to comply with this may invalidate your submission]

1. The formal written price quotation must be submitted on the supplier's letterhead, and the quoted price must be valid for a period of 30 days.
2. The quotation must clearly show the MAAA CSD registration number of the Supplier.
3. The Supplier must be tax compliant on the CSD as of the closing date and time shown in the advert.
4. The municipality will apply the 80/20 Preferential Point System and for Specific Goals points.
Please see the table below and documents required to claim the points:

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of Race

Black-owned and B-BBEE Status Level of Contributor	Number of points on 80/20 points system	Number of points on 90/10 points system	Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: Any of the evidence indicated below per specific goal should be regarded as sufficient).
Black owned enterprise			
100% Black-owned enterprise with a valid B-BBEE level 1 or affidavit	6	3	<ul style="list-style-type: none"> • Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of Oaths. • A certified copy of a BB-BEE certificate issued by the verification agency accredited by SANAS Proof of B-BBEE issued by DTIC
100% Black-owned enterprise			
51% Black-owned enterprise with a valid B-BBEE level 2	4	2	
51% Black-owned enterprise			
51% Black-owned enterprise with a valid B-BBEE level 3	2	1	
Less than 51% Black-owned enterprise irrespective of B-BBEE level	0	0	

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of Gender (Women)

Women-owned and B-BBEE Status Level of Contributor Women- owned and share percentage Contributor status level	Number of points on 80/20 points system	Number of points on 90/10 points system	Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: Any of the evidence indicated below per specific goal should be regarded as sufficient).
100% Women-owned enterprise with no B-BBEE certificate or with a Sworn Affidavit 100% Women-owned shares enterprise with CIPC share certificate	4	2	<ul style="list-style-type: none"> • Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of Oaths. • A certified copy of a BB-BEE certificate issued by the verification agency accredited by SANAS Proof of B-BBEE issued by DTIC • CIPC and Share certificate
51% Women-owned enterprise with a valid B-BBEE level 1 <u>51% Women-owned shares enterprise with CIPC share certificate</u>	3	1	
51% Women-owned enterprise with a valid B-BBEE level 2	2	1	
51% Women-owned enterprise with a valid B-BBEE level 3	1	1	
Less than 51% Women-owned enterprise irrespective of B-BBEE level <u>Less than 51% Women-owned shares enterprise wish CIPC share certificate</u>	0	0	

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of Disability

Black-owned and B-BBEE Status Level of Contributor <u>Black owned enterprise with person living with disability</u>	Number of points on 80/20 points system	Number of points on 90/10 points system	Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: Any of the evidence indicated below per specific goal should be regarded as sufficient).
100% Disabled-owned enterprise with no B-BBEE certificate but with proof of disability. <u>100% owned by person living with disability</u>	<p align="center">2</p>	<p align="center">1</p>	<ul style="list-style-type: none"> • Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of Oaths. • A certified copy of a BB-BEE certificate issued by the verification agency accredited by SANAS Proof of B-BBEE issued by DTIC • <u>Proof of medical certificate by a qualified medical practitioner confirming the status level of person living with disability</u>
51% Disabled-owned enterprise with a valid B-BBEE level 1 <u>51% owned by person living with disability</u>	<p align="center">1</p>	<p align="center">1</p>	
51% Disabled-owned enterprise with a valid B-BBEE level 2	<p align="center">1</p>	<p align="center">1</p>	
51% Disabled-owned enterprise with a valid B-BBEE level 3	<p align="center">1</p>	<p align="center">1</p>	
Less than 51% Disabled-owned enterprise irrespective of B-BBEE level <u>Less than 51% Disabled-owned enterprise with medical certificate/proof of disability</u>	<p align="center">0</p>	<p align="center">0</p>	

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of Youth (Age)

Youth	Number of points on 80/20 points system	Number of points on 90/10 points system	Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: Any of the evidence indicated below per specific goal should be regarded as sufficient).
Youth is defined as any south African citizen with the age between 18 and 35 years	4	2	<ul style="list-style-type: none"> • RSA identity document • Valid RSA driver’s license issued by the relevant authority
Points for Specific Goals to Promote Economic Development – Enterprise Located in a Province, District or Municipal area / (Hereafter referred to as locality)			
<p>For Free State based companies, this specific goal is aligned to the districts they are situated in.</p> <p>The points in these specific goals are aligned to the municipal jurisdiction which companies are situated in.</p> <p>Setsoto Local Municipality’s Jurisdiction</p> <p>Suppliers situated in Thabo Mofutsanyane District</p> <p>Free State</p> <p>Other</p>	<p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>2</p> <p>1.5</p> <p>1</p> <p>1</p>	<ul style="list-style-type: none"> • <u>Municipal Rates and Taxes Account not in arrears for more than 3 months</u> • <u>Municipal Services Account not in arrears for more than 3 months</u> • Municipal Rates Account • Lease agreement <u>together with Municipal Rates and Taxes or Service Account not in arrears for more than 3 months</u> • Title deeds • Permission to occupy land signed by the traditional authority • A letter of confirmation of the address signed by the ward councillor
The Accounting Officer is at liberty to determine the sub-criteria on the weighting indicated above based on the nature and complexity of the tender			

Attachments must be e-mailed to fwpq7@setsoto.co.za before the closing date and time. Please use the above-mentioned FWPQ reference number as the subject for the e-mail.

Closing Date: Thursday, 21st May 2026 @ 16:30

Please Note the Following:

1. No tender document is required.
2. No telegraphic, telefaxes, hand-delivered and late bids will be accepted.
3. No bids will be accepted from persons in service of the state (Acting through Proxy).
4. Municipal Supply Chain Management Policy and Preferential Procurement Policy Framework Act No 5 of 2000 and its 2022 regulations (80/20 criteria) will apply.
5. **The following documents will be requested from shortlisted suppliers at the later stage for finalizations:**
 - 5.1. Company Registration Certificate (CRC) reflecting active members.
 - 5.2. Certified copies of the ID of all directors/members on the CRC must be attached.
 - 5.3. MBD 4 form for declaration of interest that is filled in and signed in full. Form is obtainable from Supply Chain Management Offices or from the municipal website www.setsoto.gov.za under Supply Chain.
 - 5.4. Municipal rates and taxes statement for the Company or Directors and must not be in arrears for more than three (3) months or a valid Lease Contract reflecting who is responsible to pay municipal rates and taxes if a Lessee is responsible for payment of municipal rates and taxes a municipal statement of account must be submitted or Letter of arrangement for payment of municipal services.
6. Setsoto Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole/part of the bid.
7. All submissions will be subject to verification.

For Technical Enquiries contact Mr. R Koenane at 051 933 9304, and For Supply Chain Management Enquiries contact Mr. T. Majoale at 051 933 9351 or scm@setsoto.co.za

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Mrs. NF MALATJIE
MUNICIPAL MANAGER