SETSOTO LOCAL MUNICIPALITY

7 DAYS ADVERTISEMENT FOR FORMAL WRITTEN PRICE QUOTATION (FWPQ)

FWPQ 128 (2026/2027) SUPPLY AND DELIVERY OF STATIONERY TO BE DELIVERED AT FICKSBURG UNIT

Description	Quantity
Heavy duty stapler + Staplers	1
Blue pen	2 Boxes
Black pen	12 Boxes
Red pen	2 Boxes
Tipp-ex pen	4
Ruler 30cm	14
Pencil box	1
Frixion gel pen	1 Box
Paper clips-Large	7 Boxes
Paper clips-Medium	2 Boxes
Highlighter different colour pack	2 Packs
26/6 stapler	7
26/6 staples	12 Boxes
Sticky notes pad – different colours	8
Note paper	3 Boxes
Eraser	1 Boxes
Pencil Sharpeners	1 Pack
Pair of Scissors 7.5 inch	8
Binder comb 14mm	10
Binder comb 16mm	10
Binder comb 18mm	10
Binder comb 20mm	10
Binder comb 25mm	10

Pastick pocket (100 per pack)	8 Pack
Clear binding plastic	1 Pack
Red binding plastic	1 Pack
Blue binding plastic	1 Pack
Yellow binding plastic	1 Pack
USB 32 GB	9
Lever Arch Files (10 per pack)	4 Pack
Clear Sellotape (Big)	12
Drawing pins	4 Boxes
Nexx Round up Desk Tidy	7
Acetone 500ml	24
Bostick Pack	1
Prett Glue stick 50g (6 per pack)	7 Pack
Tape Cassette 18mm for Brother P Touch 9600 printer	3
Tape Cassette 24mm for Brother P Touch 9600 printer	3
Tape Cassette 36mm for Brother P Touch 9600 printer	3
File Fasteners	5 Boxes
Green making pen	1 Box
Black marking pen	5
Paper clip – 25mm size	5 Boxes
Cube Refill	5
Exam pads (5 per pack)	2 Pack
Envelope A4	5 Boxes
Calculator - 12 digit	17
Giant Puncher	1
Regular Puncher	4

NB: The successful Service Provider will be required to deliver the goods / services within 3 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 the below-mentioned conditions 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** and indicate the lead/delivery period and **must** clearly show the **MAAA CSD** registration number of the Supplier.
2. Other documents may be requested by the Municipality from the Prospective Service Providers (PSP).

3. 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 Ownership Status of the Enterprise	**Number of points on 80/20 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% Black-owned enterprise	6	A valid Central Supplier Database (CSD) registration report, dated no more than 30 days before the bid/formal written price quotation closing date
50% - 99% Black-owned enterprise	4	
1% - 49% Black-owned enterprise	2	
0% Black-owned enterprise	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 Enterprise Status	**Number of points on 80/20 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	4	A valid Central Supplier Database (CSD) registration report, dated no more than 30 days before the bid/formal written price quotation closing date
50% - 99% Women-owned enterprise	3	
21% - 49% Women-owned enterprise	2	
1% - 20% Women-owned	1	
0% Women-owned enterprise	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 enterprise with person living with disability	**Number of points on 80/20 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).**
51% - 100% owned by person living with disability	2	A valid Central Supplier Database (CSD) registration report, dated no more than 30 days before the bid/formal written price quotation closing date
1% - 50% owned by person living with disability	1	

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of Youth (Age)		
Points for Youth Owned Enterprise	**Number of points on 80/20 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		
100% Youth-owned enterprise	4	A valid Central Supplier Database (CSD) registration report, dated no more than 30 days before the bid/formal written price quotation closing date
50% - 99% Youth-owned enterprise	3	
21% - 49% Youth-owned enterprise	2	
1% - 20% Youth-owned enterprise	1	
0% Youth-owned enterprise	0	

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of (Locality)		
Points for Locality:	**Number of points on 80/20 points system from**	**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).**
Setsoto Local Municipality`s Jurisdiction	4	The recent account statement of water, lights and Rates obtainable from any Local or Metropolitan Municipality must not be in arrears for more than three (03) months. Statement from estate agent will not be accepted. If business is operating from leased property, a lease agreement must be accompanied by account statement of water, lights and Rates obtainable from any Local or Metropolitan Municipality and must not be in arrears for more than three (03) months.
Thabo Mofutsanyane District	3	
Free State	2	
Other	1	

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: Friday, 20th November 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. 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.
6. All submissions will be subject to verification.

7. **The following compliance documents will be requested from shortlisted suppliers at the later stage for finalizations:**

7.1. Submission of the Company Registration Certificate is a requirement.
7.2. Submit a valid SARS Tax Compliance Status Pin (TCS). Date of issue of the TCS must not be older than **30 days** as of the closing date for submission of quotation.
7.3. The Bidders must submit current municipal rates and taxes account statements from the relevant Local or Metropolitan Municipality for both the bidding company and each company director/s. The accounts must not be more than three (3) months in arrears. Estate agent statements will not be accepted. Where the business operates from leased premises, a copy of the lease agreement and municipal services statements from the relevant Local or Metropolitan Municipality for both the bidding company and each company director/s must also be submitted.
7.4. MBD 4 Form: Declaration of Interest must be 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.
7.5. Submit a valid Central Supplier Database (CSD). Date of issue of the CSD must not be older than 30 days as of the closing date for submission of quotation

For Technical Enquiries contact Mr. M.D Mokhali 051 933 9330 or mokgethi@setsoto.co.za

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