



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR  
ORDERS ABOVE R1.00 BUT LESS THAN R30 000.00**

**REFERENCE NO: UEDA/SCM/CC06/2025-2026**

**REQUEST FOR ACCREDITED SERVICE PROVIDER TO SUPPLY  
AND DELIVER PRINTING AND STATIONERY TO UTHUKELA  
ECONOMIC DEVELOPMENT AGENCY**

**19 JANUARY 2026**

uThukela Economic Development Agency is hereby invites quotations from qualified and experienced service provider for the following:

Item No.	Specifications	Quantity
1	Black pens fine points (box of 60)	1
2	A4 white printing paper box (5x500sheets)	20
3	Staples (26/6-5m full strip)	5
4	Staples (23/13-H) 13mm (1/2)	2
5	Packet of rubber bands(100)	1
6	Paper clips (32mm(100))	2
7	Paper clips (50mm(100))	2

**GENERAL CONDITIONS:**

**Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement).**

1. Sealed quotations outwardly marked: **Ref. No. UEDA/SCM/CC06/2025-2026: Request for accredited service provider to supply and deliver printing and stationery for uThukela Economic Development Agency.** must be addressed to the **Chief executive officer** and placed in

the Tender Box, 131 Murchison Street, Ladysmith, **not later than 12H00 on Thursday, 22 January 2026**

2. **MBD1, MBD 3.1 MBD4, MBD6.1, MBD 8 and MBD 9** forms must be filled in and submitted **together with the quotation**.
3. All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2022**.
4. In terms of Regulation 6, the allocation of **20 points as per Preferential Procurement Policy Framework Act of 2022** will be applicable.
5. **The 80/20 preference point system in terms of the Municipality's policy will be applicable as follows:**

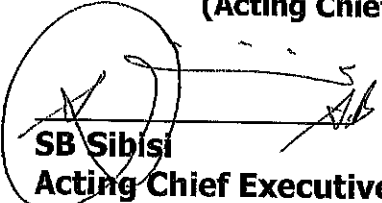
	Points
<b>Price</b>	<b>80</b>
<b>Specific Goals (20 Points)</b>	
-Race-100% Black Owned	<b>5</b>
-Gender-100% woman Owned	<b>5</b>
-Disability	<b>5</b>
-Locality-Office Based in uThukela District Municipality	<b>5</b>
<b>Total points for price and specific Goal</b>	<b>100</b>

6. Prices quoted must include value added tax if suppliers are registered for VAT, delivery charges and off-loading to the municipal premises.
7. **No bid will be accepted from person in the service of the state.**
8. **Any quote will not necessary be accepted and the Municipality Reserves the Right to Accept the whole or any Part of Any quote.**
9. **A valid SARS tax Pin number must be submitted together with the document.**
10. Prices altered by means of correction fluid **will not** be considered
11. **A current (30 days) Business Residential municipal account for all services must** be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.
12. **Proof of registration**, on the central supplier database of government.
13. **The document** will be available at the Agency office and on the website.

**Enquiries may be directed to: Sne Maphalala Tell: 084 580 4404**

**Checked by: AW Mathonsi**

**(Acting Chief Financial Officer)**

  
**SB Sibisi**  
**Acting Chief Executive Officer**