PUBLIC NOTICE: SK-8/2/1-031/2025/2026

IN TERMS OF SEKHUKHUNE DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY, QUOTATIONS ARE HEREBY INVITED FROM ELIGIBLE AND INTERESTED COMPANIES, CONSORTIUM OR JOINT VENTURES TO APPOINT SERVICE PROVIDER TO PROCURE 50 A4 SUGGESTION BOX REGISTER BOOKS AND 15 LOCKS BRASS PADLOCKS FOR SEKHUKHUNE DISTRICT MUNICIPALITY WORKPLACE

SPECIFICATION:

ITEM NO	DESCRIPTION	SIZE	QUANTITY
1	Suggestion Box Register Book	A4	50
2	Locks Brass Padlocks	20mm	15
	SEE THE ATTACHED DETAILED SPECIFICATION		

Fully Completed quotation documents, Priced, and initialed each page must be placed in a sealed envelope and marked (**REQUEST FOR QUOTATIONS TO PROCURE 50 A4 SUGGESTION BOX REGISTER BOOKS AND 15 LOCKS BRASS PADLOCKS FOR SEKHUKHUNE DISTRICT MUNICIPALITY WORKPLACE**) deposited in a tender box at Groblersdal Fire Station by no later than 11h00 on **27 February 2026**. No compulsory briefing session will be held. For further information, contact **Voster Masemola** of SCM on 013 262 7656 or **Langa Kabini** of CUSTOMER CARE on 013 262 7300.

Please note:

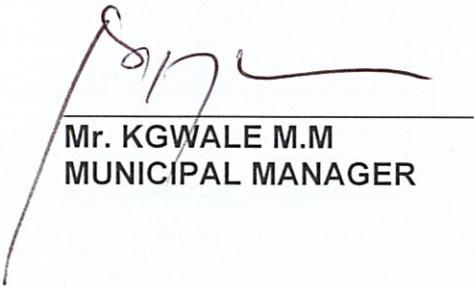*The following returnable documents are compulsory and will lead to disqualification if not attached.*

- Tax Compliance Status Pin/Tax Clearance Certificate
- Valid Copy of Company Registration documents
- Original Certified ID copies of Directors (Not older than 3 months)
- Proof of municipal rates and taxes for both company and Director(s) not in arrears for more than three months or proof of lease agreement including rates for the landlord. In case the Company or Director is registered in a rural area where the rates are not paid, please attach proof from Local Authority and affidavit under oath indicating that there are no municipal rates payable.
- MBD 4, MBD 8, MBD 9 and MBD 6.1 forms must be signed and attached with quotation.
- CSD Summary Report.

- Any alterations must be signed. ((NB: not initialed)
- Telegraphic, facsimile, e-mailed, Copy and telefaxed bids will be not accepted.
- No late bids will be accepted.

Evaluation Criteria

- A preferential points system shall apply whereby the points will be allocated in accordance with the Preferential procurement Regulations of 2022, where 80 points will be allocated in respect of price and 20 points in respect of preference points claimed for attainment of other specified goals summarized as follows:

HDI SPECIFIC GOALS	POINTS
HDI (Blacks, Indians and Coloureds)	12
Woman-Ownership of more than 50%	2
Disability ownership of more than 50%(Physically impaired)	2
Youth	2
Locality	2
Total	20

Mr. KGWALE M.M
MUNICIPAL MANAGER

18/02/2026
Date

SPECIFICATION FOR SUGGESTION BOX AND PADLOCKS

ITEM NO	ITEM DESCRIPTION	SIZE	QUANTITY	UNIT	TOTAL
1	**Suggestion Box Register Book** • A4 Cover Page: Logo with the name of the municipality, and suggestion box register book, tool free number, SBR Number; e.g: SBR01 up to SBR50 and Slogan "we belong, we care, we serve". See attached sample SBR 01 • Inner Pages: Pages will be as follows; Watermark and page numbers on top e.g: SRB0101 up to SRB01200 both sides per book, the second book will SBR0201 up to SBR02200 and the last book will be SBR5001 up to SBR50200. See attached sample SBR 02.	A4	50		
2	**Locks Brass Padlocks** • Body Width: 20 mm • Material: Solid Brass body with steel shackle • Shackle Diameter: 3 mm to 4 mm • Vertical Shackle Clearance: 11 mm • Horizontal Shackle Clearance: 9 mm to 10 mm • Security Level: Basic to medium (suitable for luggage, lockers, bags) • Mechanism: 3-pin or 4-pin cylinder • Features: Single or double locking lever, key-alike options available	20mm	15		

- Warranty: Limited lifetime warranty

SUB-TOTAL		R
VAT		R
TOTAL AMOUNT		R

Delivery be made at Sekhukhune District Municipality Main Stores, Bareki Mall Groblersdal, 0470