

# MOPANI DISTRICT MUNICIPALITY



## SUPPLY CHAIN MANAGEMENT

**DATE:** 21 JULY 2025  
**SUBJECT:** SUPPLY AND DELIVERY OF STATIONERY

Mopani District Municipality hereby invites formal written price quotation from prospective service providers who are registered on the central supplier database (CSD) **SUPPLY AND DELIVERY OF STATIONERY** as per specifications tabulated below:

NO	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1	Trodat self inking date stamps	60		
2	S& T claims for travelling	20		
3	Croxley Minute books JD 166M	40		
4	Black Pens Bic clic (Boxes)	100		
5	Self adhesive neon notes (5 assorted colors)	100		
6	3 Quire note books	100		
7	2 Quire note Books	100		
8	Punching board (for hollow punch)	100		
Sub -total				
15% VAT				
Quotation Amount				

Kindly sent the quotation as per the below information: -

**MDB 1: Invitation/Advert**



# MOPANI DISTRICT MUNICIPALITY

Government Buildings, Main Road  
Private Bag X9687  
Giyani 0826

Tel: +27 15 811 6300  
Fax: +27 15 812 4301

Budget and Treasury  
Office

## Supply Chain Management

### Department:

BID DESCRIPTION : **SUPPLY AND DELIVERY OF STATIONERY**  
BID NO : MDM 2025/26-005 RFQ

Quotations are hereby invited from interested service **SUPPLY AND DELIVERY OF STATIONERY** documents will be downloadable from **21 July 2025** on official Mopani District Municipality website at [www.mopani.gov.za](http://www.mopani.gov.za).

Interested bidder must submit the following documentations:

Quotations on an official letterhead of the company, CSD report, Certified ID copies of directors, Business registration certificate issued by CIPC, Valid Tax Clearance Certificate with pin, all schedules on this document fully completed and signed.

Completed Quotation document with attachments must be deposited in the Tender box in Main entrance of Mopani District Municipality Main building Giyani Old Parliament marked above quotation number or description by not later than **28 July 2025 @ 12:00pm**

The following conditions will apply:

Quotations must be fully compliant to the specification; Delivery within 14 days.

Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 points will be for preference as per Preferential Procurement Regulation 2022,

Preference points for specific goals	Means of verification	Number of points
Owned by black person	Identity document	4
Owned by black person that are woman	Identity document	4
Owned by black person that are youth	Identity document	4
Owned by black people with disabilities	Medical report indicating disability	4
Owned by black people living in rural areas	Letter from traditional authority	4

Mopani District Municipality does not bound itself to accept the lowest or any bid; reserves right to appoint/cancel or accept whole or part of a bid or to negotiate further condition with successful bidder Payment will be effected within 30 days of receipt of invoice Bid will be evaluated/adjudicated in term of Mopani. Price(s) quoted must be valid for at least 30 days from the date of this offer

**No late / telephonic / faxed / e-mailed bids will be accepted.**

ENQ: AGNES TSHABALALA 015 811 6300/083 444 1261

Mr. Mogano TJ  
Municipal Manager

**PART A**

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative: .....

1. Identity Number:.....

2. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....

3. Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....

4. Tax Reference Number: .....

5. VAT Registration Number: .....

- 2.2 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.3 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:  
.....

- 2.4 If you are presently employed by the state, did you obtain **YES / NO**

the appropriate authority to undertake remunerative work outside employment in the public sector?

If yes, did you attach proof of such authority to the bid Document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

If no, furnish reasons for non-submission of such proof:

.....

2.5 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES/NO

If so, furnish particulars:

.....

2.6 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES/NO

If so, furnish particulars.

.....

2.7 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

If so, furnish particulars.

.....

2.8 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

If so, furnish particulars:

.....

2.9 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

## 3 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of bidder**

## 4. TERMS OF CONTRACT

**DELIVERY OF GOODS AND SERVICES**

Delivery of the goods and services must be made in 14 days of receipt of order, failure to deliver the municipality will cancel the contract (Cancel order).

.....

**Signature**

.....

**Date**

**Part B****MBD 9****CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. Take all reasonable steps to prevent such abuse;
  - b. Reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. Cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid number: .....

Bid Description: .....

In response to the invitation for the bid made by **Mopani District Municipality**

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder/Company name)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) Has been requested to submit a bid in response to this bid invitation;
  - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) Prices;
  - (b) Geographical area where product or service will be rendered (market allocation)
  - (c) Methods, factors or formulas used to calculate prices;
  - (d) The intention or decision to submit or not to submit, a bid;
  - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder (Company name)