

PHYSICAL ADDRESS
PORT ST. JOHNS LOCAL MUNICIPALITY
ERF 257 MAIN ROAD
PORT ST. JOHN'S

POSTAL ADDRESS:
P.O. BOX 2
PORT ST. JOHN'S
5120



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047 564 6700

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www.psjmunicipality.gov.za
info@psjmunicipality.gov.za

REQUEST FOR FORMAL WRITTEN QUOTATIONS

REFERENCE NUMBER	PROJECT DESCRIPTION	ENQUIRIES	BID CLOSING DATE
PSJLM-2025/26 Ref 35	SUPPLY AND DELIVERY OF STATIONERY FOR SPEAKERS OFFICE	Ms O. Mahlathini omahlathini@psjmunicipality.gov.za 081 868 4769	29/10/2025

RFQ documents will be available at the SCM office and municipal website.

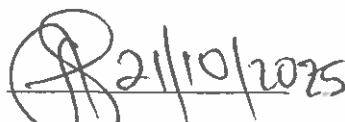
Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O. Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **29 October 2025 at 11h00 AM**.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) as amended, where 20 points will be for specific goals and 80 points will be for price.
- The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- RFQ's which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Attach a detailed Central Supplier Database report.
- Valid Current Municipal Rates clearance statement of the company and each individual director which are not in arrears for more than 90 days.
Or
If the Company is leasing property where the Company is operating from, a signed valid lease agreement must be submitted.
Or
If the directors of the company are leasing property a signed valid lease agreement must be submitted.
Or
If the directors reside where rates, taxes and service charges are not billed, and the company operates where rates are not billed submit confirmation of address/ exemption letter as proof which is not older than 90 days.
- Attach Compliance Tax Pin for verification on SARS website.

**FOR QUERIES RELATED TO THE SCM PROCESS, KINDLY CONTACT: MS B. MLOMO (TEL: 081 867 4779
EMAILS: bmlomo@psjmunicipality.gov.za)**

Yours in developmental local government


Mrs. N. Siwahla
(Chief Financial Officer)

Date

