

UMASIPALA
WASOLUNDI

“ The City of Heritage ”

ULUNDI
MUNICIPALITY



QUOTE NO: 04/18

REQUEST FOR FORMAL WRITTEN QUOTATIONS

Bids are hereby invited from suppliers registered on the Ulundi Municipality supplier database for the **Supply and Delivery of Stationery Items** as per the attached specification.

The quotation must be submitted on the letterhead of your enterprise in a clearly indicating the quote number addressed to reach us by not later than **06 May 2026 at 12h00 midday**.

Tel: 087 287 0018

Email: zmakhoba@ulundi.gov.za

NB: ONLY EMAILED AND HAND DELIVERED QUOTATIONS WILL BE ACCEPTED

Supply Chain Management Unit, Ulundi Municipality, Cnr. Princess Magogo Str. And King Zwelithini Str.

The following conditions will apply:

- Prices quoted must be valid for at least thirty (30) days from the date of your offer.
- Prices quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Filled MBD forms 4, 6.1, 8, and 9.
- The service provider must be registered and compliant on Central Supplier Database (CSD)
- NB: No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.
- The Ulundi Municipality reserves the right to accept the quote in whole or in part.
- 80/20 preference point system will be used and evaluated as follows:

Price – 80
Black – 5
Women – 5
Youth – 5
Disability – 5

SPECIFICATION

ITEM NAME	ITEM CODE	QUANTITY
Envelopes A4 brown	G010001	10
Envelopes brown window	G020002	10
White Paper A4 Reams	G220025	1000
Stapler full strip	G040010	30
Stapler remover	G070006	20
Sellotape clear big	G110024	50
Permanent marker black	G060001	20
Scissors	G080001	20
Ink for stamps black	G220076	5
Pen correction fluid	G060011	20
Big puncher	G220041	5

Approved

BY 

SCM MANAGER

29/04/2026