MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUIDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350



REQUEST FOR QUOTATIONS (RFQ)

DESCRIPTION	BID NUMBER
SUPPLY AND DELIVERY OF STATIONERY	MLM/27/01/2526

ADVERT DAYE : 02 February 2026
CLOSING DATE : 11 February 2026
TIME : 12H00

Completed quotation accompanied by all relevant supporting documentation may be dropped off at the tender box by the municipal entrance (Corner of Kerk and Taute Street, Ermelo 2350). The bid document is available for collection at the SUPPLY CHAIN UNIT at Msukaligwa Local Municipality (Corner of Kerk and Taute Street, Ermelo 2350).

Enquiries contact: Ms. Z Ngwenya
Tel : 017 801 3506
Email : pzmalahlela@msukaligwa.gov.za

NB:The following documents are compulsory and have to be submitted with the quotation/n (Bidders that fail to submit the following documents will be disqualified):

1. **Original valid tax clearance certificate and/or tax pin**
2. **All MBD Forms where required are to be completed in full.**
3. **Copy of company registration certificate (CK)**
4. **Copy of updated CSD full report Not Older than 30 days (Not a Summary/compliance history)**
5. **Municipal accounts statements (not owing for more than 90 days) of the Company as per the address on the CIPC or CSD and the addresses of all the Directors of the company if different from that of the company. Lease agreement with Lessee's rates and Taxes account must be attached if water and light accounts is not under the name of the Company or the directors.**
6. **Original Certified ID copy (ies) of the Director (s) as detailed on the CIPC (Not older than 3 months)**
7. **Quotations in the company's letterhead must be signed.**

A signed Letter of Authority in the company's letterhead is required.

MSUKALIGWA MUNICIPALITY
02 FEB 2026
SUPPLY CHAIN MANAGEMENT

MR. M KUNENE

MUNICPAL MANAGER