

HANTAM LOCAL MUNICIPALITY
FORMAL QUOTATION NUMBER: SCM34/ 2026

Quotation No.: SCM34/2026
Description: SUPPLY AND DELIVERY OF A4 COPY PAPER TO HANTAM MUNICIPALITY.

Quotations are hereby invited for the for **THE SUPPLY AND DELIVERY OF A4 COPY PAPER TO HANTAM MUNICIPALITY.**

Completed quotations clearly marked: **Quotation No. SCM34/2026: SUPPLY AND DELIVERY OF A4 COPY PAPER TO HANTAM MUNICIPALITY** must be emailed to the following email address before the closing date and time, apieters@hantam.gov.za ,with the following description in the subject line of email **"SCM34/2026: SUPPLY AND DELIVERY OF A4 COPY PAPER TO HANTAM MUNICIPALITY"**.

Closing date: Friday, 21 August 2026

Closing time: 12:00

Late or unmarked quotations will not be considered. No posted quotations or quotations per fax will be accepted.

Quotation documents are available from the Supply Chain Management Unit of Hantam Municipality from Mr. A. M. Pieters at apieters@hantam.gov.za or 027 341 8500.

Quotation documents are available on the website of Hantam Municipality:
www.hantam.gov.za.

Quotations will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) Regulations 2022; the Hantam Municipality's Supply Chain Management Policy as well as the Hantam Municipality's Preferential Procurement Policy, where 80 points will be scored for price, 10 points for locality and 10 points for The Black women-owned companies or Black men-owned companies.

The Municipality reserves the right to withdraw any invitation to quote and/or to readvertise or to reject any quotation or to accept a part of it. The Municipality is not bound to accept the lowest or any quotation.

A TCS PIN for bidders' tax compliance information must be submitted with the quotation document.

Bidders must be registered on the Central Supplier Database (CSD).

Mr. J. Fortuin
MUNICIPAL MANAGER

REQUEST FOR FORMAL QUOTATION

Herewith, Hantam Municipality would like to request a quotation for the Supply and delivery of A4 Copy Paper to Hantam Municipality.

The following conditions will apply:

- Bidder must submit a quotation on their company letterhead together with their formal quotation document;
- Prices quoted must be valid for sixty (60) days from closing date;
- A firm delivery period must be indicated;
- Quotations will be evaluated according to Council's Supply Chain Management Policy, and the Preferential Procurement Policy. It is thus compulsory to complete the Preferential Points claim form of the Preferential Procurement Policy in order to qualify for preference points;
- The 80/20-point system will be applicable. Points will also be awarded for "Locality." A bidder who fails to submit proof of locality with his/ her quotation will not be disqualified, but will only score 0 points for locality. Proof of locality means:
 - A municipal account in the name of the of the bidder not older than 90 days;
 - A lease agreement where the bidder is the lessee; or
 - An official letter from the bank confirming the registered business address of the tenderer.
- Bidders must be registered as a prospective supplier on National Treasury's Central Supplier Database (CSD). Bidders must submit a copy of their CSD report with the quotation;
- A Valid Tax Clearance Certificate OR certified copy thereof must be submitted with the formal quotation/ a Tax Clearance Pin;
- Specific goals will be utilized in the following manner:
 - The Black women-owned companies or Black men-owned companies – 10 Points (An active certified sworn affidavit or certified B-BBEE certificate must be submitted with the quotation document. It must be accompanied by company registration documents if the company is registered, and the CSD report. These documents will be used for the allocation of points on black women-owned companies or black men-owned companies.
 - Locality – 10 Points (Locality will be allocated as follows):

LOCALITY OF SUPPLIER	NUMBER OF POINTS FOR LOCALITY 80/20	NUMBER OF POINTS FOR LOCALITY 90/10
Within the borders of the Northern Cape	4	2
Within the borders of Hantam Municipality	10	5

(Points will be allocated as stated in the breakdown above; suppliers located within the borders of the Northern Cape but outside the Hantam Municipality area will score 4 points; suppliers within the Hantam Municipality area will be scored 10 points)

- Certified copy of the latest Municipal Account on the address of the business AND that of the directors, as per CK1, MUST accompany the bid document (NB. Bidders may not be in arrears for more than three months with municipal rates and service charges)/ if the business has entered into a lease agreement for the use of a building, the lease agreement should accompany your tender document;
- Certified copies of Identity Documents (ID's) of all shareholders/ owner(s)/ partners of bidding companies must be submitted with the bid document.
- Bids must only be submitted on the documentation provided by the Hantam Municipality (original Quotation Documents) and be completed with black ink;
- An active certified sworn affidavit or B-BBEE certificate must be submitted.

No Quotations will be considered from persons in the **SERVICE OF THE STATE**.

Do not dismember this quotation document (do not take it apart or put documents between pages). All relevant documents must be submitted and attached to the end of this document.

NB: Quotations must be completed in handwriting with **black ink**. In the event of a mistake having been made on the quotation documents, it must be crossed out in ink and be accompanied by a full signature at each alteration. No correction fluid may be used in this quotation document.

No quotation will be considered from a person or company who, for the past five years, has been convicted of

- Fraud, corruption or any criminal offense
- Strike, premature termination, or unsuccessful completion of government contracts

No tender will be considered for persons in the service of the state.