



UMHLABUYALINGANA MUNICIPALITY

Postal: Private Bag X901, Kwa-Ngwanase, 3973
Tel: +27 35 592 0665 • +27 35 592 0680
Fax: + 27 35 592 0672

ADVERTISEMENT

REQ16185

REQUEST FOR: STATIONARY

DESCRIPTION	QUANTITY
Staplers small	12
A4 2 Quire hardcover notebook	10
Lever Arch Files box	08
Calculators normal	07
Suspension Files Foolscap box	08
A4 Pocket File (50 pages)	30
Sticky Notes	06
File Dividers	30
Black Pens 50 per box	13 boxes
Stapler Pins 26/6 pack	35
A4 Envelopes box 100 per box	05 boxes
Heavy Elastic Bands pack	10
32 GB USB Memory Stick	05
Pair of Scissors small	05
30cm Ruler plastic	05
Bostick	05
A4 Multi punch Filling Pockets 100	05
Impound Notice Book 50 pages per book	10
Suspension Book	10
Photo Cutter (32 x 40)	02
A4 printing Paper box	150
HP Laser Toner 106A	20
Laser Jet M507 (89Y)	20
Laser Jet M607 (37A)	05
Laser Jet 05A	15
Laser Jet 80A	05
Premium Laser Cartridge CF287A	10
Canon 737	30
Fingerprint ink	20
Ink Pad	10
Clear Tape 50m	200
Learners License Application Forms LL1	2000
Driving License Application Forms DL1	3000
PrDP Application Forms PD1	1500
Date Stamp Registering Authority	03

Kindly deposit your quotations together with the MBD forms in the tender box situated next to the reception at uMhlabuyalingana Municipality, R22 Manguzi main road, KwaNgwanase 3973 not later than 27/11/2025 at 12h00, marked **REQ16185**

All Quotations will be evaluated on the basis 80:20-point system as stipulated in the preferential procurement policy framework (2022) and the Municipality's Supply Chain Management policy and procedures.

Bidders are encouraged to submit all specific goals documents namely: **Proof of Residence, Doctors Letter/Medical Certificate (DISABILITY); Certified Copy Of ID and CSD Report.**

NP MKHABELA

Signed electronically
MRS NP MKHABELA
CHIEFFINANCIAL OFFICER
DATE: 19/11/2025

- MISSION : "Creating an enabling environment and sustainable development which promotes quality of life."
- VISION : To be a people centered premier socio-economic development and environmentally friendly service delivery municipality.

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