

SECTION 1.1: INVITATION TO TENDER

NOTICE NUMBER: 142/2025

FORMAL TENDER KANNA 13/2025: THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF STATIONARY AND OFFICE SUPPLIES FOR KANNALAND MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS.

CLOSING DATE: 09 FEBRUARY 2026

CLOSING TIME: 12H00

Kannaland Municipality invites tenders for the appointment of service providers for the provision of stationary and office supplies for Kannaland Municipality for a period of three years.

Formal tenders sealed and clearly marked "**FORMAL TENDER KANNA 13/2025: THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF STATIONARY OF OFFICE SUPPLIES FOR KANNALAND MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS**" must be placed in the Municipal tender box, Ladismith no later than 12h00 on **MONDAY, 09 FEBRUARY 2026** and will be opened in public immediately thereafter in the Library Boardroom, Ladismith.

TENDER DOCUMENTS

Tender documents are available at a non-refundable cost of **R 667,75 including VAT**. Hard copies of tender document will only be handed to prospective bidders who produce a receipt for the payment of the tender document. A set of fully completed tender documents must be submitted on the original documents and remain valid for 90 days after the closing date of the tender

TENDER KANNA 13/2025: THE APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF STATIONARY AND OFFICE SUPPLIES FOR KANNALAND MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS will be evaluated and adjudicated in terms of **80/20** Preference Point System prescribed by the Preferential Procurement Policy Framework Act (Act 5 of 2017) and the Municipality's Supply Chain Management Policy

The fully completed original tender document, in each individually sealed envelope, must be deposited in the **tender box at Kannaland Municipality – Building, 32 Church Street, Ladismith by not later than 12:00 (GMT+2) on MONDAY, 09 FEBRUARY 2026**. The envelope must be endorsed clearly on the outside with the number, title and closing date of the tender as above. Kannaland Municipality does not accept any electronic/mailed tender applications.

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database; must be registered, registration can be done online their website is www.csd.gov.za

Enquiries relating to the specifications can be addressed to **Supply Chain Management Unit** at telephone **(028) 492 0111** or email at supplychain@kannaland.gov.za.

A set of tender documents with detailed specifications can be obtained from the Supply Chain Management Unit, Church Street 32, Ladismith, Email: supplychain@kannaland.gov.za / before the specified date and time.

Enquiries details: SCM Unit: supplychain@kannaland.gov.za

D.Sereo
MUNICIPAL MANAGER