

ENDUMENI LOCAL MUNICIPALITY
Q98 – 2025-26

SUPPLY AND DELIVERY OF PARAFFIN FOR CIVIL DEPARTMENT AT THE ENDUMENI LOCAL MUNICIPALITY

As per Specification in Document

1. No late submission of quotation will be considered.
2. No quotations sent or submitted by facsimile, telex, telegram, or electronic mail will be accepted.
3. The procurement process will be in terms of the Endumeni Supply Chain Management policy as approved by Council.
4. The Municipality is not obliged to accept the lowest or any quotation.
5. **All bidders must sign the delivery register situated by reception or with security.**
6. As per section 38(d) (i) & (ii) of Endumeni Municipality's Supply Chain Management Policy, bidders or any of its directors who are in arrears with their rates and taxes for more than three months or who have failed to perform satisfactorily on a previous contract in the last five years, will not be considered.
7. The supplier, as reference, is required to provide the company profile about the services that had been rendered by the same company to different institutions.
8. Documents for formal written quotation will be available from the **Finance Department –Mr S Sonpal (Sunil), Ms. S Kunene (Sma) or Ms H Khathi (Hlengiwe)** Room 14, Civic Centre, 64 Victoria Street, Dundee from 08h00 to 15h30, upon payment of a non – refundable deposit of R100.00 per set of documents.

For further details/enquiries regarding this project, you are welcome to contact **Mr. Xolani Ndlovu** at the Endumeni Municipality on **034 212 2121 / 034 492 0568 Ext 0568**.

The following documents are to be attached to your quotation document:

LIST OF RETURNABLES	YES / NO	SIGNATURE
Company Registration Document		
Valid Tax Compliance Certificate with Pin		
FULLY COMPLETED MBD 1, MBD 1- PART B, MBD 3.1, MBD 4(Bidders must fully disclose on MBD 4, partial disclosures will lead to disqualification), MBD 6.1, MBD 8 AND MBD 9		
ID Copies of Director's and Members of the Company		
Company/Director's Statement of Municipal Rates not older than 3 Months OR Company/Director's Lease Agreement OR Proof of Residence if the company/director resides/operates from a rural area. The attached must corresponds with the preferred address on CSD, if it does not correspond with preferred address on CSD, bidders will be DISQUALIFIED .		
Copy of a Detailed Central Suppliers Database Report.		

- Should the bidder not attach the abovementioned supporting documents then his/her quotation will not be considered.

Sealed quotations outwardly marked "Quotation Number: Q98-2025-26 **"SUPPLY AND DELIVERY OF PARAFFIN FOR CIVIL DEPARTMENT AT THE ENDUMENI LOCAL MUNICIPALITY"** should be deposited into the quotation box on or before 14h00, THURSDAY, 18 JUNE 2026 at Endumeni Municipal Offices, Civic Centre, 64 Victoria Street, Dundee, for the attention of the undersigned. All quotations will be entered into a register and opened in public.



Mr. MF Habede
Municipal Manager
Endumeni Local Municipality
Private Bag 2024
Dundee
3000
Date: 08/06/2026

Notice No: 67/2026