

**INVITATION TO SUBMIT ANNUAL QUOTATION**

**CLOSING DATE: 8 JULY 2022**

**CLOSING TIME: 12:00**

**FWQ360/2021/2022: SUPPLY AND DELIVERY OF LETTERHEADS**

Annual formal written quotations are hereby invited from prospective suppliers for the supply and delivery of Letterheads for Mossel Bay Municipality for the period up to 30 June 2023.

Annual quotations must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the quotation.

A set of the documentation can be obtained at a non-refundable cost of R122.03 per set from Ms Lizette du Toit who may be contacted at telephone (044) 606-5199; or e-mail at [ldutoit@mosselbay.gov.za](mailto:ldutoit@mosselbay.gov.za). Payments must be made at the cashiers at the Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside) prior to collecting the tender document and proof of payment must be submitted when collecting the tender document from the Supply Chain Management Offices, Plaza Aquada Building, 55 Marsh Street, Mossel Bay. A set of quotation documents can also be obtained free of charge on our website at <https://www.mosselbay.gov.za/formal-written-quotations-available>

Complete written quotations, together with such additional documentation as requested, must be placed in a sealed envelope and deposited in the **tender box on the Lower Ground Floor (seaside) at the Municipality, Marsh Street 101, Mossel Bay**, by not later than **12:00 on Friday, 8 July 2022** or be mailed to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelope must be endorsed clearly with the name, number and closing date of the quotation as shown above.

The annual quotations will be evaluated on the 80/20 Preference Points system as prescribed by the Preferential Procurement Regulations, 2017.

Receipts will be issued at request only for documents handed in during office hours from Mondays to Fridays. Receipts will not be issued for documents placed in the tender box after hours or which are received by mail.

The tender box will be emptied just after 12:00 on the closing date, after which all quotations will be opened in public. Late quotations or quotations submitted by e-mail or fax will under no circumstances be accepted.

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 does not bind itself to accepting the lowest quotation.

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality may only accept quotations from prospective suppliers who are registered on the Central Supplier Database.

**MR. COLIN PUREN**  
**MUNICIPAL MANAGER**