INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY
BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ01265269
Buyer: Witbooi, Mr AE [90000594]

Closing Date: 2026-02-16
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	1.00	LOT	NEWS PAPERS	Tenders are invited for the Supply (Subscription) and Delivery of Various News Papers as per specifications and returnable pricing schedule available on our NMBM on-line tender portal Compulsory site meeting to be held: Venue: 7th Floor Brister House / Lillian Diedericks Gqeberha Date: 10 February 2026 Time: 10h00am Tenderers will be further evaluated only if they meet the minimum requirement as per specifications stated below: Brand name /Delivery Period of item must be stated on informal tender quote with submission on electronic system. Brochure /sample of item may be requested from short listed tenderers after closing of Tender and to be provide within 48 hours of the request to provide. Failure to meet the minimum requirements will deem the tender non-responsive. For further information please contact Tozama Nomtshongwana @ 041 506 1374 / 1548.	AA154040

THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- BEFORE COMPLETING THIS FORM, SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATION OF 2022 THE 80/20 SYSTEM APPLIES TO THIS TENDER.
- Acceptance of this tender submission is subject to the General Conditions of Tender and Conditions of Purchase
- Acceptance of this tender is subject to successful registration on the Nelson Mandela Bay Supplier Database.
- For further information to register, please call Compliance Section @ 041 506 3274
- Failure to comply with these conditions may invalidate your tender submission.
- All tender prices should be valid for a minimum period of thirty (30) days from date of tender.
- ALL TENDER RESPONSES SHOULD BE COMPLETED ONLINE AND NO FAX SUBMISSION WILL BE ACCEPTED BY SUPPLY CHAIN UNIT.

nelson mandela bay
MUNICIPALITY
PORT ELIZABETH · UITENHAGE · DESPATCH

INFORMAL TENDER CSQ01265269

NMBM LIBRARIES NEWSPAPERS .

1. SCOPE

The NMBM Libraries seek a qualified service provider to **supply and deliver newspapers** to all designated public library branches and the administration office, according to the required publication frequencies. A list of the newspapers is attached.

The appointed service provider will be responsible for supplying and delivering the listed newspapers for a **six-month period**.

This tender must remain open for a full year to allow the continued ordering of newspapers, as they form an essential part of our library services.

NB: ***In compliance with the*** *POPI Act****, addresses and staff contact details will only be made available during the compulsory briefing session, which will be held on the*** *7th Floor, Lillian Diedericks Building, 191 Govan Mbeki Avenue, Port Elizabeth Central.*
Please note that only *library names will be included* ***in the tender documentation.***

2. REQUIREMENTS

- Daily newspapers must be delivered on the day of publication, in the morning before libraries open at 08h00, latest 08h30.
- Weekend newspapers must be delivered to the library Monday mornings between 08h00 - and 08h30.
- All newspapers must be covered and securely wrapped in clear, waterproof plastic to protect them from insecticides, rain, and other forms of damage.
- Quoting to include delivery.
- Quoting to include administration fee.
- A total quote for all papers to be supplied and delivered.
- Quote for supply and delivery of newspapers

3. EVALUATION CRITERIA

3.1. Tenderers must meet the following minimum requirements to be considered: -

Minimum Requirements

1. A reference letter from a client confirming the provision of similar continuous services to show experience of service rendered, will be requested after close on Tender date & time.
2. Attend compulsory briefing meeting and sign a register

Venue: 7th Floor, Brister House / Lillian Diedericks Building.

Date: 10 February 2026

Time: 10h00am

3. **INFORMAL TENDER CSQ01265269**

NEWSPAPERS LIST				
LIBRARY NAME	**NEWSPAPER TITLE**	**NO. OF COPIES**	**ADDRESS FOR DELIVERY**	**SUBSCRIPTION**
Algoa Park Library	The Herald	2	Algoa Park Shopping Centre, off St Leornard Rd.	Daily
	Sunday Times	1		Weekly
	Mail & Guardian	1		Weekly
Booysen Park Library	The Herald	2	Booysen Park Community Centre, Balmoral Rd, Booysen Park	Daily
	Sunday Times	1		Weekly
	Daily Despatch	1		Daily
Brister House - Library admin	Herald	2	191 Govan Mbeki Avenue, Brister House/Lillian Diedericks Building, Ground Floor (Security Desk)	Daily
	Sunday Times	2		Weekly
	Mail & Guardian	2		Weekly
	Daily Despatch	2		Daily
Colchester Library	Herald	2	Hippo Street, Colchester	Daily
	Daily Despatch	1		Daily
	Mail & Guardian	1		Weekly
Despatch Library	The Herald	2	cnr. Main & Voortrekker Street, Despatch	Daily
	Mail & Guardian	1		Weekly
	Sunday Times	1		Weekly
Elukhanyisweni Library	Herald	2	Ponana Tini Rd. (Urban Foundation Building), Kwanobuhle	Daily
	Daily Despatch	1		Daily
	Sunday Times	1		Weekly
Gelvandale Library	The Herald	2	Gelvandale Shopping Centre, Liebenberg Rd, Gelvandale	Daily
	Daily Despatch	2		Daily
	Sunday Times	1		Weekly
Korsten Library	The Herald	2	Ablett Street, Korsten	Daily
	Sunday Times	1		Weekly
	Daily Despatch	2		Daily
Kuyga Library	The Herald	2	35 Corner Lukhwe and Nkanjeni Drive, Kuyga	Daily
Akhona Mgxothwa	Daily Despatch	2		Daily
	Sunday Times	1		Weekly
Kwadwesi Library	The Herald	2	Siduli street, Kwadwesi	Daily
	Daily Despatch	2		Daily

	Sunday Times	2		Weekly
Kwanobuhle Library	Herald	2	Matanzima Rd, Kwanobuhle	Daily
	Daily Despatch	2		Weekly
	Sunday Times	2		Weekly
	NEWSPAPER TITLE	**NO. OF COPIES**	**ADDRESS FOR DELIVERY**	
Kwazakhele Library	The Herald	2	Wolfson Stadium, Stofile street, Kwazakhele	Daily
	Sunday Times	1		Weekly
	Daily Despatch	1		Daily
Linton Grange Library	Herald	2	513 Cape Road, Linton Grange	Daily
	Sunday Times	1		Weekly
	Mail & Guardian	1		Weekly
Main Library	The Herald	2	Market Square, Govan Mbeki, Main Library Security guards	Daily
	The Daily Maverick	1		Weekly
	Mail & Guardian	1		Weekly
New Brighton Library	The Herald	2	Nangoza Jebe Hall (formely Centenary Hall), New Brighton	Daily
	Sunday Times	2		Weekly
	Daily Despatch	2		Daily
Newton Park Library	The Herald	2	c/o 4th Avenue & Hurd Street, Newton Park	Daily
	Sunday Times	1		Weekly
	Mail & Guardian	1		Weekly
North End Library	The Herald	2	12 Mount Road, North End Library	Daily
	Daily Despatch	1		Daily
	Sunday Times	1		Weekly
Uitenhage Library	Herald	2	Market street, Uitenhage	Daily
	Sunday Times	2		Weekly
	Daily Despatch	2		Daily
Walmer Library	The Herald	2	Main Road, Walmer	Daily
	Sunday Times	1		Weekly
	Mail & Guardian	1		Weekly
Walmer Gqeberha Library	Herald	1	Fountain Rd. Walmer Town Ship	Daily
	Sunday Times	1		Weekly
	Daily Despatch	1		Daily
West End Library	The Herald	2	St Arcadius Street, West End	Daily
	Sunday Times	2		Weekly
	Daily Despatch	1		Daily
Zwide Library	The Herald	2	Qeqe Street, Zwide	Daily
	Sunday Times	1		Weekly

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NELSON MANDELA BAY MUNICIPALITY

SUPPLYING AND DELIVERING OF NEWSPAPERS TO VARIOUS LIBRARIES FOR THE PERIOD OF FIVE MONTHS

Returnable Pricing Schedule.

DESCRIPTION	FREQUENCY	QUANTITY	UNIT RATE EXCL. VAT	TOTAL AMOUNT EXCL. VAT
1. Daily Dispatch	Daily	23		
2. Herald	Daily	43		
3. Mail & Guardian	Weekly	9		
4. Sunday Times	Weekly	26		
5. The Daily Maverick	Weekly	1		
		TOTAL		R
		V.A.T (15 %)		R
		GRAND TOTAL		R
NOTE: ALL NEWSPAPERS TO BE DELIVERED AS PER ATTACHED LIST WITH LIBRARY ADDRESSES				

NB: FAILING TO ATTEND SITE MEETING & ATTACH RETURNABLE DOCUMENTS / MINIMUM REQUIREMNENTS AS REQUESTED BEFORE CLOSING DATE & TIME OF INFORMAL TENDER WILL RESULT IN DISQUALIFICATION.

Supplier Name: -.....

Contact Name:-.....Tel No.....

Signature:-.....Date:-.....

NB: THIS DOCUMENT MUST BE COMPLETED AND LOADED ONTO ON-LINE SUBMISSION AS ATTACHMENT BEFORE THE CLOSE OF TENDER DATE & TIME

NB!! Price/s submitted must include VAT, weather you are VAT registered or not, in line with the PPPFA of 2022 and section 64 of the VAT Act, No 89 of 1991.