

INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY

BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ08265825
Buyer: September, Mr RR [00024558]

Closing Date: 2026-08-27
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	1,000.00	EACH	PRINTING	Printing of A5 Application for Leave Pads(PEM22) as per Specification, available at SCM:Acquisition, Gqeberha(PE)	AA146746
2	500.00	EACH	PRINTING	Printing of A5 Requisition Pads (PEM 1)as per Specification, available at SCM:Acquisition, Gqeberha(PE)	AA146747
3	50.00	EACH	PRINTING	Printing of A4 Vehicle Trip Authority Books(PEM5051) as per Specification, available at SCM:Acquisition, Gqeberha(PE)	AA146748
4	50.00	EACH	PRINTING	Printing of A4 Log Books (PEM4603) as per Specification, available at SCM:Acquisition, Gqeberha(PE)	AA146749
5	100.00	EACH	PRINTING	Printing of A3 Monthly Wage Time Records Books (PEM 4185) as per Specification, available at SCM:Acquisition, Gqeberha(PE)	AA146752
6	40.00	EACH	PRINTING	Printing of A4 Tenders Received Pads as per Specification, available at SCM:Acquisition, Gqeberha(PE).	AA146756

ITEM 1 - 6 " A REGISTER WILL BE KEPT TO SEE IF SUPPLIERS VIEWED THE ITEM BEFORE TENDERING.

FAILURE TO COMPLY TO THAT WILL DEEM YOUR TENDER SUBMISSION AS NON-RESPONSIVE AND WILL BE EXCLUDED FROM EVALUATION PROCESS.

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.

7	4,500.00	EACH	PRINTING	Supply and Deliver A3 300g Mango Plus Silk Paper (297 x 420mm).	AA146757
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" FOR ALL LISTED ITEMS ABOVE,
ANY EQUIREES MUST BE DIRECTED
TO MS. SISIPHO NELE@0415063290

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CSQ08265825: Item 1

AA146746

**TENDER SPECIFICATION FOR PRINTING OF 1000 X A5 APPLICATION
FOR LEAVE PADS (PEM 22)**

Open tender:

- A service provider is required for printing of 1000 x A5 Application for leave pads (PEM 22)
- A5 pads printed in 3 parts. Black ink on white, yellow and pink NCR paper.
- 50 sets, 3 copies per set (150 pages total per book)
- Chip board base with a wraparound writing guard.

Minimum Requirements

- The sample register will be kept at the Printing Section, -1 Ground floor, Lillian Diedericks Building PE

Failing to meet the above minimum requirements will result to the non-responsive of the tenderer.

Specification queries can be directed to:

Ms Sisipho Nele.

041 506 3290

076 390 6519/ 071 739 0565

snele@mandelametro.gov.za

CSQ08265825: Item 2

AA146747

**TENDER SPECIFICATION FOR PRINTING OF 500 X A5 PRINTING
REQUISITION PADS (PEM 1)**

Open tender:

- A service provider is required for printing of 500 X A5 PRINTING REQUISITION PADS (PEM 1)

. - A5 pads printed in 3 parts. Black ink on white, green and yellow NCR paper.

- 50 sets, 3 copies per set (150 pages total per book)

- Chip board base with a wraparound writing guard.

-Numbered from 70000

Minimum Requirements

- The sample register will be kept at the Printing Section, -1 Ground floor, Lillian Diedericks Building PE

Failing to meet the above minimum requirements will result to the non-responsive of the tenderer.

Specification queries can be directed to:

Ms Sisipho Nele.

041 506 3290

076 390 6519/ 071 739 0565

snele@mandelametro.gov.za

CSQ08265825 : Item 3

AA146748

**TENDER SPECIFICATION FOR PRINTING OF 50 X A4 VEHICLE TRIP
AUTHORITY BOOKS (PEM 5051)**

Open tender:

- A service provider is required for printing of 50 X A4 VEHICLE TRIP AUTHORITY BOOKS (PEM 5051)
- A4 Books printed in 2 parts, printed on one side in Black ink on White NCR paper.
- Top copy perforated left side, 2nd copy fast
- 100 sets per book, 2 pages per set. 200 pages in total in each book.
- Chip board covers.
- Fold over writing guard for carbonised paper.
- The orientation of the book to be portrait

Minimum Requirements

- The sample register will be kept at the Printing Section, -1 Ground floor, Lillian Diedericks Building PE

Failing to meet the above minimum requirements will result to the non-responsive of the tenderer.

Specification queries can be directed to:

Ms Sisipho Nele.

041 506 3290

076 390 6519/ 071 739 0565

snele@mandelametro.gov.za

CSQ08265825: Item 4

AA146749

TENDER SPECIFICATION FOR PRINTING OF 50 X A4 LOG BOOKS (PEM 4603)

Open tender:

- A service provider is required for printing of 50 X A4 LOG BOOKS (PEM 4603)
- A4 Books printed in 2 parts, printed on one side in Black ink on White NCR paper.
- Top copy perforated left side, 2nd copy fast
- 100 sets per book, 2 pages per set. 200 pages in total in each book.
- Chip board covers.
- Fold over writing guard for carbonised paper.
- The orientation of the book to be landscape
- Page 3 Printed on the cover of the book and page 1 printed inside the cover.

Minimum Requirements

- The sample register will be kept at the Printing Section, -1 Ground floor, Lillian Diedericks Building PE

Failing to meet the above minimum requirements will result to the non-responsive of the tenderer.

Specification queries can be directed to:

Ms Sisipho Nele.

041 506 3290

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snele@mandelametro.gov.za

CSQ08265825: Items

AA146752

**TENDER SPECIFICATION FOR PRINTING OF 100 X A3 MONTHLY
WAGE TIME RECORD BOOKS (PEM 4185)**

Open tender:

- A service provider is required for printing of 100 X A3 MONTHLY WAGE TIME RECORD BOOKS (PEM 4185)
- A3 Books printed in 3 parts, printed on one side in Black ink on White, Yellow and Pink NCR paper.
- Top 2 copies perforated left side, 3rd copy fast
- 50 sets per book, 3 pages per set. 150 total pages in each book.
- Chip board covers.
- Fold over writing guard for carbonised paper.
- The orientation of the book to be Landscape

Minimum Requirements

- The sample register will be kept at the Printing Section, -1 Ground floor, Lillian Diedericks Building PE

Failing to meet the above minimum requirements will result to the non-responsive of the tenderer.

Specification queries can be directed to:

Ms Sisipho Nele.

041 506 3290

076 390 6519/ 071 739 0565

snele@mandelametro.gov.za

CSQ08265825: Item 6

AA146756

TENDER SPECIFICATION FOR PRINTING OF 40 X A4 TENDERS RECEIVED PADS

Open tender:

- 40 x A4 Tenders Received Pads
- A4 pads printed in 2 parts. Black ink on white and yellow NCR paper.
- 100 sets, 2 copies per set (200 pages total per book) 1st copy white and 2nd copy yellow
- Chip board base with a wraparound writing guard.

Minimum Requirements

- The sample register will be kept at at the Printing Section, -1 Ground floor, Lillian Diedericks Building PE

Failing to meet the above minimum requirements will result to the non-responsive of the tenderer.

Specification queries can be directed to:

Ms Sisipho Nele.

041 506 3290

076 390 6519/ 071 739 0565

snele@mandelametro.gov.za