



KWAZULU-NATAL PROVINCE

PUBLIC WORKS & INFRASTRUCTURE
REPUBLIC OF SOUTH AFRICA

BID NO : ZNQP 02/07/2026
Description : Procurement of stationery for eThekweni Regional Office.
Advert date : 30 July 2026
Closing Date : 06 August 2026
Time : 11h00
Documents available for collection from : Department of Public Works and Infrastructure: eThekweni Regional Office: 455A King Cetshwayo Highway, Mayville– SCM -Ground floor (helpdesk), **during working hours (08h00 to 15h45)**
At no Cost documents to the : The complete bid document can be downloaded from The e-Tender Publication Portal and the Departmental website: www.kznworks.gov.za under the section: Tender Bids and Quotations. at no cost
Cost of tender document : N/A

Compulsory Pre-Tender Briefing Meeting/ Quotation Clarification Meeting: Compulsory briefing meeting will not be conducted.

Closing Date and Time: 06 August 2026 at 11h00 am.

NB. Completed quotation documents are only to be deposited in the Tender box no.6 at 455A King Cetshwayo Highway, Mayville 4091 (Basement tender office-Helpdesk)

Tender Validity: 90 days

Contract Period: 1 Week of delivery upon receiving purchase order

Enquiries relating to the bid document may be directed to

Tel: 066 535 7932 email: thobeka.mcanyana@kznworks.gov.za

All technical enquiries may be directed to

Tel: 073 751 5626 email: musa.mdlalose@kznworks.gov.za

Conditions of Tender:

Evaluation Criteria

- Administrative compliance, financial offer and preference offer.

Phase 1:

Administrative Compliance

- Correctness of quotation documents.
- Compliance with quotation regulations (registration with CSD)

Phase 2:
Mandatory Requirement

Sample

1) Z20 file 3- fold folder must be brown in colour and printed in red.

NB: The bidder must submit a sample item for the required sample on or before the closing date of the tender at 11:00 at the new help desk failure to do so will disqualify the bidder.

Phase 3:

Specific Goals

- The 80/20-point system is applicable for this quote with the following Specific Goal Requirements and documentary proof as per the quotation document must be provided for claiming of points for specific goals.

Price		80 Points
Specific goals: Total Points	Documents Required	20 Points
"Ownership by People who are Youth	1) Certified copy of Identity Document/s 2) SANAS Approved B-BBEE Certificate or original EME or QSE Sworn Affidavit; signed and dated by commissioner of Oaths	10
"Ownership by People who are Women	1) SANAS Approved B-BBEE Certificate OR EME or QSE Sworn Affidavit; signed and dated by Commissioner of Oaths 2) Certified Copy of Identity Document/s"	10

BIDDERS TO NOTE

1. Requirement of sealing, addressing, delivering and assessment of the tender are contained in the tender document.
2. The department reserves a right not to award the lowest bidder.
3. In addition, the department will conduct a detailed risk assessment prior to the award of the quotation.
4. Submission of a PDF copy of the completed quotation document together with all the supporting tender documents must be submitted on the close of tender.
5. Late submissions will not be accepted.
6. Faxed or emailed bids are not accepted.
7. Only bidders registered on the Central Suppliers Database (CSD) are eligible to submit quotations.
8. Closing Date: **06 August 2026 at 11:00 am**