



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

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Balfour, 2410
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REQUEST FOR QUOTATION

17 JULY 2025

REF: 01/2025/2026

REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE SHREDDER AND VOICE RECORDERS

Quotations are hereby invited from the accredited services providers for **SUPPLY AND DELIVERY OF OFFICE SHREDDER AND VOICE RECORDERS**

The 80\20 preference point system will be used when evaluating the quotation, which is in terms of PPPFA and the SCM policy of the municipality. Preferential Procurement Policy Framework will be evaluated as follows:

Price	80
Specific Goals	20
Total	100

Service providers must be registered with the Central Supplier Database www.csd.gov.za for their quotations to be considered.

Quantity	Specification
1	Heavy Duty Office Shredder <ul style="list-style-type: none"> - Paper Cutting Capacity : 300+ - Blade Material : Steel - Type of Blade : Cross Cut - Should be able to cut Cards, Staples and paper clips
3	VOICE RECORDERS <ul style="list-style-type: none"> - Build In Storage 8GB+ - Connectivity :USB Rechargeable - Noise Reduction - Display Size : 2 inch LCD - Battery Life : 36 Hrs + - Built in Micro Phone with noise reduction

SUPPLY AND DELIVERY OF OFFICE SHREDDER AND VOICE RECORDERS

Bid to be evaluated on Pricing and Specific Goals as follows

The Specific Goals allocated Points in terms of this tender	20 Points Allocation
Gender (Maximum Points – 5)	Female – 5 Male – 0
Disability (Maximum Points – 5)	5
Race (Maximum Points – 2)	Black – 2 Indian – 0.5 Coloured – 0.5
Locality (Maximum points -8)	Within the boundaries of the Dipaleseng Location Municipality – 8 Within Gert Sibande District – 5 Within Mpumalanga Province – 3 Outside Mpumalanga Province – 0

NB PRE EVALUATION DISQUALIFICATION CRITERIA

- Copy of certified ID Must be attached (Not older than 3 Months)
- Declaration of interest (MBD 4) NOT SBD 4
- Certified Company Registration (CK)
- TSCP Certificate
- Proof of Municipal Account, and if the Company is leasing, the lease agreement must be attached together with the Municipal Account/Tax Invoice in the same address of the lease agreement/owner whether of the Director of the company or the company and it must not be owing for more than 90 days.

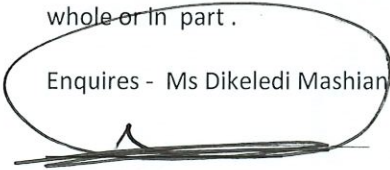
THE FOLLOWING WILL BE USED TO ALLOCATE POINTS ON THE SPECIFIC GOALS. THIS IS NOT A DISQUALIFICATION CRITERIA SHOULD BIDDER NOT SUBMIT.

- BBBEE or Sworn Affidavit Valid for 12 Months
- Copy of medical assessment report from medical Doctor/Institution in case the Director or Member of the company is Disabled.

Duly completed RFQs must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER DIPALESENG LOCAL MUNICIPALITY "SUPPLY AND DELIVERY OF OFFICE SHREDDER AND VOICE RECORDERS"** must be placed in the **Tender box at Dipaleseng Local Municipality's Offices**, Cnr Johnny Mokoena Drive & Themba Shoji Street in Balfour, not later than 12H00 on **24 JULY 2025**.

Late submission will not be accepted and Dipaleseng local municipality does not bind itself to accept the lowest or any submitted quotation .Dipaleseng local municipality reserves the right to accept a quotation as a whole or in part .

Enquires - Ms Dikeledi Mashiane 0712829446 OR Ms Phumudzo Ntlatlane 066 282 5144


MR L CINDI
MUNICIPAL MANAGER