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Better District, Better Life and Growth for all.

www.anda.org.za

Alfred Nzo Development Agency SOC Ltd
Reg no: 2008/000830/30

17 November 2026

ADVERT: SUPPLY AND DELIVERY OF STATIONERY

BID NO: ANDA 10/2026/2027

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality established in terms of s84 of the Municipal Finance Management Act (MFMA) 56 of 2003. The Agency (ANDA) is mandated to carry out the promotion and implementation of local economic development initiatives and investment and trade promotion on behalf of the District Municipality.

The Agency is situated in eMaxesibeni in the Eastern Cape Province

ANDA hereby invite bids from suitably qualified service providers to submit quotations for supply and delivery of laptops and accessories.

Notes to Prospective Bidders/compulsory submissions

- All bidders must be registered on Central Supplier Database (CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Company Registration document and valid Tax Clearance Certificate and/or Pin should be attached
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months. Copies of all documents must be certified originals (not copy of a copy)
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located. Bidders whose accounts are in arrears for more than three months will be disqualified.
- If the company or its directors do not pay rates nor services, submit both an affidavit confirming this and proof of residence from ward councillor. If you submit one, you will be disqualified.
- A signed lease agreement will be accepted for bidders that do not own property and not liable for rates and services
- Company Profile with traceable references
- Joint Venture agreement (where applicable)

- Ethics commitment form should be attached (available at ANDA)
- Company profile with traceable references should be attached
- All bidders are required to submit MBD forms 4, 8, 6.1 and 9 forms which are available at reception area at ANDA Offices in Emaxesibeni or which can be downloaded from www.anda.org.za. Failure to do so will result to disqualification.
- Bids received after the published closing date will not be considered and will not be opened

SPECIFICATION

NO.	DESCRIPTION	QUANTITY
1.	A4 photocopy paper	20 boxes
2.	A3 photocopy paper	2 packs
3.	A4 Waterproof Glossy photo papers	200
4.	Brown C4 Envelopes (Suitable for A4 documents without folding) White C4 Envelopes (Suitable for A4 documents without folding)	100 100
5.	A4 Employee file	25
6.	Customised Office Attendance register from: (ANDA will provide guidance) 8901-9000	2
7.	2 quired counter books	30
8.	Black ballpoint pens (50 in a box)	1
9.	Highlighters 6 in a pack	24 packs
10.	Pack of 20 Folders	1
11.	A4 File dividers (5 packs in each divider) Monthly	30

	Plain Numerical Alphabetically	30 30 30
12.	Standard office stapler sheet capacity 20-30	8
13.	Standard Staples size: 26/6	4
14.	Heavy-Duty stapler (capacity 100 sheets of paper or above) (300 papers)	1
15.	Heavy-Duty puncher (capacity 30-150 sheet)	1
16.	A4 Rubber rings (capacity 100-200 sheet)	200
17.	(A4) binding covers (black or white 100 in a pack)	1
18.	Big clear office sellotapes 48mmx100m	2
19.	Glue stick 43G	24
20.	Reusable adhesive putty 100G	6
21.	Scissors size 17cm-21cm	8
22.	Correction pens	4
23.	Sticky notes (76mm x 76mm	24
24.	Sign here notes	24
25.	File fasteners steel (pack of 12)	24
26.	Multifunction heavy duty office Combo binding Machine	1
27.	Rubber Thumb Flick (Fingerette)	One Box

The quotations will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2011), as well as the Alfred Nzo Development Agency's Supply Chain Management policy.80/20 preference point system will be used as per the ANDA SCM policy.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

The proposals / quotations will be evaluated in two stages, namely:

Stage 1 – Capacity to execute work

Stage 2 – Price and Preferential Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award

ITEM	WEIGHT
STAGE 1 CAPACITY TO EXECUTE WORK	
Supply and Delivery	**100**
Traceable record for the following must be attached :	
Successful undertaking of 04 Supply and delivery over R 30 000	100
Successful undertaking of 03 Supply and delivery over R 30 000	75
Successful undertaking of 02 Supply and delivery over R 30 000	50
Successful undertaking of 01 Supply and delivery over R 30 000	25
Maximum weighting Note COMPULSORY attachments for verifying work done: 1. A traceable record will be evaluated on the basis of: 1.1 A reference letter	**100**
STAGE 2 – SPECIFIC GOALS	

SPECIFIC GOAL: COMBINATION OF ANY GOALS	Attachment to claim maximum points	Criteria Points
Business owned more than 50% by Priority population groups (Black/Indian etc.)	CIPC certificate, detailed CSD	10
Business Owned more than 50% women	CIPC certificate, detailed CSD	5
Business owned more than 50% by Youth	CIPC certificate, Certified ID	5
TOTAL WEIGHT		20

SUBMISSION OF QUOTATIONS

The completed quotations must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 10/2026/2027 SUPPLY AND DELIVERY OF STATIONERY** and closing date. The sealed envelope must be deposited in the Tender Box, located at reception area of Alfred Nzo Development Agency not later than 12h00pm on the 25 November 2026. The submissions will NOT be opened in public. Emailed or faxed quotations will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

BID ENQUIRIES

Enquiries should be directed to Officer and Support Programme : Ms.M. Mhlelembana 039 492 0011 / 073 416 1023 or email: mhlelembanam@anda.org.za and SCM related enquiries should be directed to SCM Manager: Ms Olona Sompa on 0394920011 / 066 440 7301 or email: sompao@anda.org.za

Ms Nomaphelo Boti

Acting Chief Executive Officer