P.O. Box 60, Sasolburg, 1947
Tel : 016 973 8300/1
Fax : 016 973 2191
Website : www.metsimaholo.gov.za

Metsimaholo Municipality

Local Municipality
Plaaslike Municipalities
Lekgotla La Motse

Bid No: SCM 23/2026/27

Supply Chain enquiries: 016 973 8740/3/4 & 8611/12/55/71

Date: 09 November 2026

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

RE-ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF PAYSLIPS.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **17 November 2026 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report.**
- **Service provider** must submit **municipal rates and taxes statement on the company name that** is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.
- The bidder must attach the sample of the **original payslip** to be supplied. The attached payslip should have all the requirements as stated on the specification.
- **Compulsory briefing session at 10h00 am on Thursday, the 12th of November 2026**, at **Metsimaholo Local Municipality, Finance Building, 2nd Floor at the Foyer.**

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price (80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or an **official letter from the bank** confirming the registered business address of the bidder.

General Conditions are available on the Municipal website for your information.
Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloung
Municipal Manager

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SPECIFICATION

Products	-	Payslips

Product Type	-	Confidential Pressure Seal Payslips
Size	-	A4 (21.0 x 29.7 cm)
Fold	-	V Fold
Seal type	-	Silicon machine self-seal
Colour	-	Blue and White
Special Requirements	-	High resolution Metsimaholo Logo to be printed with a colour water mark on the inside of the non-visible part of the payslip when folded.