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A Better Place for ALL

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ADDENDUM FOR
SUPPLY AND DELIVERY OF STATIONERY FOR A PERIOD OF 3 YEARS
CORP-B053/25/26

Date: 12/02/2026

This addendum serves to correct the following information in the document:

- Items with a detailed specification on MBD3 and on the specification page
NB: See attached corrected information.

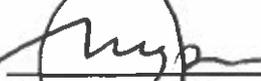
DESCRIPTION	CONTRACT NO	CLOSING DATE
SUPPLY AND DELIVERY OF STATIONERY FOR A PERIOD OF 3 YEARS	CORP-B053/25/26	02 March 2026 @12:pm

RECOMMENDED BY:



MISS N.HOLIWE
SCM MANAGER

APPROVED BY:



MR. N.C. VEZI
MUNICIPAL MANAGER

I acknowledge receipt of this Addendum No.1

Name:.....

Signature:.....

Date:.....

Name of Tenderer (Company Name):.....

A Better Place for All

SUPPLY AND DELIVERY OF STATIONERY FOR A PERIOD OF 3 YEARS

SPECIFICATION

The Dr. Nkosazana Dlamini-Zuma Municipality hereby requests quotations from suitably qualified and experienced service provider to supply and deliver stationery for a period of 3 years as per the following specification:

Item	Description	Unit	Quantity
1.	Bic Black pens/red pens (60s)	pack	1
2.	Desk pens with refills	No.	1
3.	Pencils	pack	1
4.	Pencil refills	pack	1
5.	Eraser	Pack	1
6.	Correction pens 18ml fluid	Pack	1
7.	Permanent markers 12s	Pack	1
8.	Non-permanent markers 12s	Pack	1
9.	Highlighters 6s	pack	1
10.	Ink black/red	Pack	1
11.	Ruler	No.	1
12.	Elastic bands 150mm X 5m	Pack	1
13.	Glue stick 43g	No.	1
14.	Prestik 100g	pack	1
15.	Scissor 17cm	No.	1
16.	Stapler (20 sheets)	pack	1
17.	Staples 26/6	pack	1
18.	Heavy duty stapler	No.	1
19.	Heavy duty staples 23/6 to 23/24	pack	1
20.	Punch (20 sheets)	No.	1
21.	Heavy duty punch (190 sheets)	No.	1

22.	Staple remover	pack	1
23.	AA batteries 4s	Pair	1
24.	AAA batteries 4s	Pair	1
25.	Batteries D2	Pair	1
26.	Calculator 12-digit 175mm X 185mm	No.	1
27.	Scientific calculator 155mm X 245mm	No.	1
28.	Sign here 5-colour 48mm X 20mm	pack	1
29.	Neon sticky notes 12 pads per pack	Pack	1
30.	Pocket files 20s	No.	1
31.	PVC Arch leaver files (red/green/black) 70mm spin	No.	1
32.	Sellotape 24mm X 66m	No.	1
33.	Sellotape 28mm X 50m	No.	1
34.	Paper clips 78mm and 25mm	pack	1
35.	Drawing pins 14,5mm	Pack	1
36.	Laminating pouches A4	pack	1
37.	Laminating pouches A3	pack	1
38.	Laminating pouches (cards)	pack	1
39.	Transparency A4	pack	1
40.	File fasteners metal	pack	1
41.	Fold back clips 19mm and 50mm 12s	pack	1
42.	Counter books 192 pages	No.	1
43.	Exam pad A4	No.	1
44.	Printing paper A4	Box	1
45.	Printing paper A5	box	1

46.	Envelops Brown A4	Box	1
47.	Envelops Brown A3	box	1
48.	Envelops brown 100mm X 220mm 500s	box	1
49.	Folders (coloured) 180s A4	Pack	1
50.	Dividers polypropylene (monthly) 12 tabs	pack	1
51.	Clip board PVC A4	No.	1
52.	Project board A4 100s	Pack	1
53.	Colour paper A4	pack	1
54.	Branded date stamp	No.	1
55.	Stamp with ink pad (received/ paid/ entered etc)	No.	1
56.	Slimline whiteboard	No.	1
57.	Payslip forms	pack	1
58.	Licencing forms	pack	1
59.	Desk top drawers 6	No.	1
60.	Traffic fine books section 56	No.	1
61.	Triple duplicate books (order book/requisition book/leave book/receipt book/deviation book/petty cash book/impound book and GRN)	No.	1
62.	Petty cash voucher book	No.	1
63.	Occurrence book	No.	1
64.	Emergency response guide (ERG)	No.	1
65.	Hard cover Pocket books	Pack	1
66.	Attendance register A3	No.	1
67.	File storage boxes with lids 370mm X 305mm X 252mm	Box	1
68.	Archive box 245mm X 380mm X 180mm 5s	Box	1

69.	Suspension file	box	1
70.	Z fold files A4	box	1
71.	Backing boards A4	Box	1
72.	Stores Requisition Book	1	1
73.	Fleet Trip Sheet Book	1	1
74.	Highlighters	Pack	1


 MR J SONDEZI
 SNR. MANAGER :CSS


 MR N C VEZI
 MUNICIPAL MANAGER

SUPPLY AND DELIVERY OF STATIONERY FOR A PERIOD OF 3 YEARS

MBD 3 - PRICING SCHEDULE

Item	Description	Unit	Quantity	Total
1.	Bic Black pens/red pens (60s)	pack	1	
2.	Desk pens with refills	No.	1	
3.	Pencils	pack	1	
4.	Pencil refills	pack	1	
5.	Eraser	Pack	1	
6.	Correction pens 18ml fluid	Pack	1	
7.	Permanent markers 12s	Pack	1	
8.	Non-permanent markers 12s	Pack	1	
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10.	Ink black/red	Pack	1	
11.	Ruler	No.	1	
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13.	Glue stick 43g	No.	1	
14.	Prestik 100g	pack	1	
15.	Scissor 17cm	No.	1	
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20.	Punch (20 sheets)	No.	1	
21.	Heavy duty punch (190 sheets)	No.	1	
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24.	AAA batteries 4s	Pair	1	
25.	Batteries D2	Pair	1	
26.	Calculator 12-digit 175mm X 185mm	No.	1	
27.	Scientific calculator 155mm X 245mm	No.	1	
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37.	Laminating pouches A3	pack	1	
38.	Laminating pouches (cards)	pack	1	
39.	Transparency A4	pack	1	
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59.	Desk top drawers 6	No.	1	
60.	Traffic fine books section 56	No.	1	
61.	Triple duplicate books (order book/requisition book/leave book/receipt book/deviation book/petty cash book/impound book and GRN)	No.	1	
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69.	Suspension file	box	1	
70.	Z fold files A4	box	1	
71.	Backing boards A4	Box	1	
72.	Stores Requisition Book	1	1	
73.	Fleet Trip Sheet Book	1	1	
74.	Highlighters	Pack	1	
	Sub total:			
	VAT@ 15%			
	TOTAL:			

NB: Please indicate below percentage increase for upcoming 2 years, and it must not exceed CPI

	YEAR 2	YEAR 3
CPI PERCENTAGE		