



(045) 932 8218



(086) 216 8784



1, Seller Street, Maclear, 5480

Dear Sir / Madam

#### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated at 1 Seller Street, Maclear, Finance Department, Cashiers Reception area before 12h00 on the 15 May 2017. For **queries** please email to scm@elundini.gov.za or faxed to 086 216 8784.

**For Technical Enquiries: Ms L.Sam**

**Tel: 045 932 8118**

**Finance Department: Mr K Sobekwa**

**Tel: 045 932 8198**

**SUPPLY AND DELIVERY OF OFFICE FURNITURE: ELM-4/020/2016-2017**

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 OR **Valid Tax Clearance Certificate OR** Tax Compliance status documents with PIN from SARS.
- Proof of registration with Web Central Supplier Database (A bidder must attach CSD registration report with Supplier No. and Unique Code).
- Original B-BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level) or Sworn Affidavit confirming BBBEE Level.
- Certified copies of Company Registration certificate and IDs.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, MBD 8 and MBD 9 (downloadable on the website and found at Supply Chain Office).
- A statement of Municipal Account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates OR a letter from a ward councillor.
- Joint Venture must also attach the JV agreement, original or certified copy of consolidated BBBEE certificate and the letter of signatory.

**NB: No quotations will be considered from persons in the service of the state<sup>1</sup>**

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- The Elundini Local Municipality Supply Chain Management Policy will apply;
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- **Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered.**
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE

DATE

08/05/2016

**SPECIFICATION**



DESCRIPTION	QUANTITY
<p>Pinnacle highback chair-forward knee till mechanisms-Nylon base Armsx</p>  A black leather office chair with a high back, armrests, and a five-point nylon base with casters. The chair is shown from a three-quarter front view. <p style="text-align: right;">Fenrace</p>	<p>1</p>
<p>Drawer filling Cabinet four drawers</p>  A tall, dark wood cabinet with four drawers. It is shown in a room setting with a white vase on top. The brand name "Fenrace" is visible in the bottom right corner of the image. <p style="text-align: right;">Fenrace</p>	<p>4</p>

## **EVALUATION CRITERIA**

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than **R30, 000.00**



**Price** - 80 point  
**B-BEE status level of Contribution** - 20 points  
**BBBEE Points Breakdown:**

<b>LEVEL</b>	<b>POINTS AWARDED</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non – compliant</b>	<b>0</b>

### **DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480

  
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