



(045) 932 8198



(086) 246 8149



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 3 June 2016. For **queries** please email to Ms Bongiwwe Mbizweni on [bongiwem@elundini.gov.za](mailto:bongiwem@elundini.gov.za) or faxed to 086 246 8149

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

**Tel: 045 932 8202**

**Finance Department: Ms. B.Mbizweni**

**Tel: 045 932 8198**

**SUPPLY, DELIVERY AND INSTALLATION OF 2 AIR CONDITIONERS: ELM-2/006/2015-2016**

**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.
- A valid and original Tax Clearance certificate.
- Certified copies of Company Registration certificate and IDs
- An original or certified BEE certificate copy
- 80/20 preferential procurement point system will be applied
- Firm Delivery Period must be indicated
- Completed MBD 4, MBD8 and MBD 9 (downloadable on the website and found at Supply Chain Office)
- A recent Municipal account statement, lease agreement or affidavit stating you aren't liable to pay rates at your business premises if you aren't.

**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

27/05/2016

## SPECIFICATION



Description	Quantity
12000 BTU Midwall Split	1
24000 BTU Midwall Split	1
Isolators	2
Copper piping, insulation & control cable	20
Trunking material	2
Interleading comms cable	50
Sundry material	4
2 X 1.2m Air curtains	2
Brackets 550mm Galvanised	2
Water pumps with trunking	1
Labour & travelling costs	n/a

## 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:**

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
<b>Non - compliant</b>	<b>0</b>

### **DELIVERY ADDRESS:**

Elundini Local Municipality  
 No.1 Seller Street,  
 Maclear  
 5480

  
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