



045 932 8125

1, Seller Street, Maclear, 5480

045 9321 094

[kwaneles@elundini.gov.a](mailto:kwaneles@elundini.gov.a)

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of materials as detailed in the enclosed list.

The quotation must be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the 15 January 2018. For queries please email to at [bongiwem@elundini.gov.za](mailto:bongiwem@elundini.gov.za) or faxed to 086 246 8149

For Technical Queries: Ms A.Mlonzi  
For Supply Chain Queries: Ms B.Mbizweni

Tel: 045 932 8104  
Tel: 045 932 8179

## SUPPLY AND DELIVERY OF STATIONERY- ELM-6/009/2018-2019

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

### 1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/> ) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
  - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 7) the 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 with a letter from a ward councillor is submitted with the tender document.
- 8) the price(s) quoted are valid for at least thirty (30) days from date of your offer.
- 9) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 10) the Joint Venture has attached the following :
  - a) J V agreement,
  - b) original or certified copy of consolidated BBBEE certificate, and
  - c) letter of signatory.

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**2. The tenderer is required to submit with his tender the following certificates:**

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) A Copy of business entity registration certificate e.g. CK Document
- 3) Certified ID copy/s of business entity owners
- 4) Tax Compliance status documents with PIN from SARS must be attached
- 5) Latest municipal account statement/lease agreement /affidavit from the South African Police Services with a letter from ward councillor.
- 6) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from [www.thedti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp) or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php) )

**3. Returnable schedules required for tender evaluation processes**

MBD 1: Invitation to bid

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 6.2: Declaration certificate for local production and content for designated sectors with Annexure C

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

MBD 9: Certificate of Independent Bid Determination

**NB: No quotations will be considered from persons in the service of the state**

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

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) 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;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 30 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- 6) **For laptop bags only:** only locally produced service or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content. The bid will be evaluated on local production content threshold is 100%.
- 7) The local content (LC) expressed as a percentage as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:  
$$LC = (1-x/y)*100$$
Where  
X is the imported content in Rand  
Y is the bid price in Rand excluding value added tax (VAT)
- 8) Failure to submit **MBD 6.2** will result to disqualification of a bid.
- 9) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 10) Failure to comply with these conditions may invalidate your offer.
- 11) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 12) General Conditions of Contract 2010 will apply in this Request for Quotation
- 13) By mere submission of the bid, the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 14) National Treasury circular no. 9 of 2017/18 Price shall apply.



SIGNATURE 

DATE 08-01-2019

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**SUPPLY AND DELIVERY OF STATIONERY  
SPECIFICATIONS**

<b>STATIONARY</b>	<b>QUANTITY</b>
Orange fine point	60x 4boxes
Ball pen	60x 4boxes
Paper clips	X11
Paper pins	X6
Memory sticks 2G	X10
Stapler one finger 15 sheet power desktop	X10
Heavy Duty stapler trio	X3
Punch professional punch	X10
Heavy duty paper punch	X3
Pencil	X12 boxes
Erasers	X12
Highlighters	X 11 (pack of 6 different colours)
Staples	X6 boxes for small and heavy duty x2
Paper typek	20 boxes
Multi coloured A4 papers (green, yellow, pink, blue)	1 packet each colour
<b>Toner Cartridge (BROTHER)</b>	
M TN-369Y	X5
BK TN-369BK	X5
C TN-369C	X5
Y TN 369Y	X5
<b>TONER CARTRIDGE (HP OFFICEJET PRO 8600)</b>	
Black 950 XL	X5
Magenta 951 XL	X5
Cyan 951 XL	X5
Yellow 951 XL	X5
<b>TONER CARTRIDGE (HP COLOUR Lazer Jet Pro MFP M281 fdw)</b>	
Black	X5
Magenta	X5
Yellow	X5
Cyan	X5
<b>TONER CARTRIDGE (HP OFFICEJET PRO 8730)</b>	
Black 953 XL	X5
Magenta 953 XL	X5
Yellow 953 JL	X5
Cyan 953 XL	X5
Staple Removers	X11
Recorder	X2
Laminating film/pouch	A4 150 2x 7 5 micron 216x303mm X2 boxes
Self-adhesive notes	38mmx 50mm 100 sheets x 11
Self-adhesive notes	75mm x 75mm 100 sheets x11
Desk cube holder and refills	10cm x10cm x6
File divider (Numbers 1-12 indexes)	X6
Laminating machine	X1

Ruler 30cm	X11
Foldback clips	19mm length 6mm capacity x6
Magnetic round top	250 x 30 mm x6
Rubber bands	100g bag x2
Tier letter tray	235mm x 330mm x6
Paper clips	25mm small box of 100 x10
Paper clips	78 mm king size wavy box x10
Wireless keyboard & mouse	X 1
Paper clip dispenser	X6
Foldback clips	19mm length 6mm capacity x6
Card scanner executive	X6 boxes
Inkjet ball point pen	Pack of 12 x4
Board lever arch file	350mm x 280mm A4 x4
Polypropylene indexes	A4 stabnumbered x6
Spike file	X6
Accessible file tinted board bright colours	350mm x 240mm 400gsm x6
Clipboard A4	X6
File labels	Mixed colours x6 packs
Laptop bag: Size: 45 x 31 x 15cm Material : Fabric Zippered main compartment with padded laptop pocket 2 front zippered pockets Padded carry handle Holds up to 15"laptops Colour : Black	X2 
Laptop bag: Size: 45 x 31 x 15cm Material : Fabric Zippered main compartment with padded laptop pocket 2 front zippered pockets Padded carry handle Holds up to 15"laptops Colour : Black Wheeled	X1 

**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 points
- B-BEE status level of Contribution - 20 points

**BBBEE Points Breakdown:**

LEVEL	POINTS AWARDED
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

**DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480



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