



(045) 932 8196



(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 27 October 2017. For **queries** please email to kwaneles@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Ms V Maqeda
Finance Department: Mr K Sobekwa

Tel: 045 932 8131
Tel: 045 932 8218

SUPPLY AND DELIVERY OF OFFICE FURNITURE: ELM-3/020/2017-2018

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.
- **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.
- Completed MBD 4, MBD 6.1, MBD 6.2 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 stateⁱ

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;
- 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%.
- 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:
$$LC = (1-x/y)*100$$

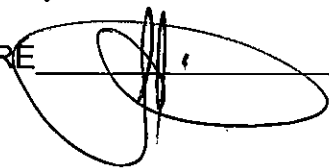
Where

X is the imported content in Rand

Y is the bid price in Rand excluding value added tax (VAT)
- 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.
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidders tax compliance status to the municipality.
- Bidder must indicate the bid number and postal address on the sealed envelope in the event that the municipality decides to re-advertise the bid

Yours faithfully

SIGNATURE _____



DATE _____

SPECIFICATION

Supply and Delivery of office furniture

NB: SERVICE PROVIDERS ARE REQUIRED TO USE THE BELOW TABLE WHEN QUOTING AND ATTACH THEIR QUOTATIONS AS WELL.

ITEM	QTY	SPECIFICATION	COLOUR	EXAMPLES	AMOUNT
Chair	1	SWIVEL FABRIC CHAIR	Black		
THIS FOUR WAY CLUSTER DESK	1	THIS FOUR WAY CLUSTER DESK IS MADE OUT OF MAHOGANY VENEER FINISH AND MUST BE SUPPLIED SEPARATELY, 2 STANDARD DRAWERS AND ONE DEEP FILER. PLUS ONE SEPARATELY 1600LX 1200WX 800H	MAHOGANY		
DRAWER WOOD FILE CABINET	2		CHERRY		
SUB-TOTAL					
VAT					
GRAND TOTAL					

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 Sellar Street,
Maclear
5480


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