



(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 29 November 2016. For **queries** please email to Mr k Sobekwa on kwaneles@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Ms. L. Nxuseka
Finance Department: Mr. K. Sobekwa

Tel: 045 932 8216
Tel: 045 932 8196

SUPPLY AND DELIVERY OF T- SHIRT FOR WORLD AIDS DAY: ELM-4/007/2016-2017

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 Tax Compliance status documents with PIN from SARS
- Certified copies of Company Registration certificate and IDs
- An original or certified BBBEE certificate copy
- 80/20 preferential procurement point system will be applied
- Firm Delivery Period must be indicated
- Completed MBD 4, MBD 6.2, MBD8 and MBD 9 (downloadable on the website and found at Supply Chain Office)
- Proof of Central Supplier Database registration report (CSD)
- 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 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;
- 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.

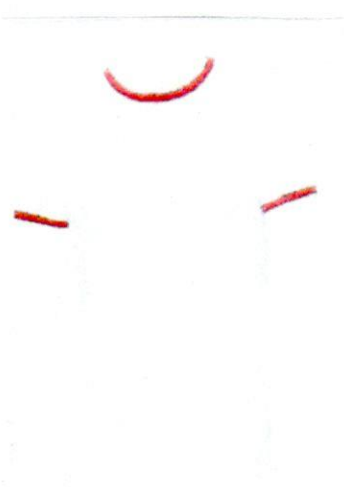

Yours faithfully

SIGNATURE

DATE

23-11-2016

T-shirts

Item	Description
<p>440 (Sizes will be given to the appointed service provider)</p> 	<ul style="list-style-type: none"> • Round Necks t-shirts(100% cotton) • Aids red ribbon on the Shoulder(screen printing) • “GETTING TO ZERO” written at the back(screen printing) • Elundini Logo at the front left (screen Printing) •  Hand must be in Front with the word “No” written it.(screen printing) • Colour red and white as per the sample. • Standard T-shirts • Sample of the T-shirt will be required from the appointed service provider.

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
Non - compliant	0

DELIVERY ADDRESS:

Elundini Local Municipality
 No.1 Seller Street,
 Maclear
 5480

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