



045 932 8134

1, Seller Street, Maclear, 5480

045 9321 094

thulin@elundini.gov.a

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

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

The quotation must be submitted on the letterhead of your business must be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **26 September 2018**. For queries please email to at thulin@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Ms. L. Mhlana

Tel: 045 932 8118

For Supply Chain Queries: Ms. N. Thuli

Tel: 045 932 8134

SUPPLY AND DELIVERY OF STATIONERY:ELM-4/012/2018-2019

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.

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) Tax Compliance status documents with PIN from SARS must be attached
- 3) A Copy of business entity registration certificate e.g. CK Document
- 4) Certified ID copy/s of business entity owners
- 5) Latest municipal account statement or lease agreement or affidavit from the South African Policy Services with 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 or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and IRBA recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or accounting officers as contemplated in the CCA or registered auditors .

3. Returnable schedules required for tender evaluation processes

MDB 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 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) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) 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.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) 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.
- 11) National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE _____



DATE _____

25/01/2018

SPECIFICATION

- Bic black pens x5 boxes
- A4 Exam Pad x10
- Duracell Plus Power AAA Batteries x4
- Paper clips (medium size) x 2 box
- Scissors x 2
- Arch lever files x 6 boxes (25 in a box)
- Pritt x1 box
- Accessible files x20 boxes(10 in a box)
- File dividers (1-12) x10 boxes
- Staples No.26/6 6mm/12.7 x10 boxes
- HB Pencils x1 box
- Highlighter (Yellow) x1 box
- A4 2 Quire books x3 packs
- A4 Typek white printing paper x10 boxes
- Ink Cartridge (Yellow) - 951XL x20
- Ink Cartridge (Cyan) – 951XL x14
- Ink Cartridge (Magenta) – 951XL x14
- Ink Cartridge (Black) – 950XL x35
- Stamp (Written) – Human Resource Department Elundini Local Municipality with date
- Stamp (Written) – Elundini Local Municipality Human Resources Department with date and Received
- Paper sticky note x3 boxes
- Clip board x3
- Sharp Twin Power Calculator x2 (12 digits)
- Big white Sellotape x2
- WD Elements Basic Storage simplement 500GB x3
- Marking pens black x1 box
- File Fastners x 4 boxes
- Masking Tape = 18mm x 50m x2
- Masking Tape = 24mm x 50m x2
- Suspension File x 3 packs
- Vision Letter Tray Set 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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