



045 932 8196

1, Seller Street, Maclear, 5480

086 216 8784

[bongiwem@elundini.gov.a](mailto:bongiwem@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 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 30 August 2017. For **queries** please email to [bongiwem@elundini.gov.za](mailto:bongiwem@elundini.gov.za) or fax to 086 216 8784

**For Technical Queries: Ms X.Baruza-HR**

**Tel: 045 932 8181**

**For Supply Chain Queries: Ms.B.Mbizweni –SCM**

**Tel: 045 932 8198**

## **SUPPLY AND DELIVERY OF CARTRIDGES- ELM-4/003/2017-2018**

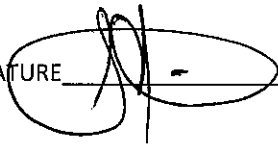
The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- 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.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 OR **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.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, MBD 6.1, 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 state<sup>1</sup>**

- 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.
- 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.

SIGNATURE \_\_\_\_\_



DATE \_\_\_\_\_

**SUPPLY AND DELIVERY OF STATIONERY SPECIFICATIONS**

DESCRIPTION	QUANTITY
-Laserjet Yellow 131A (CF211A)	6
-Laserjet Magenta 131A (CF213A)	6
-Laserjet Cyan 131A (CF212)	6
-Laserjet Black 131A(CF210A)	8
-Office pro 970 HP 903	2
-Office pro 970 HP 903	2
-Office pro 970 HP 903	2
-Office pro 970 HP 903	2

**Functionality Evaluation Score Card**

*Bids that scores less than 70 (seventy) points out of 100 (one hundred) points in respect of the following pre-evaluation eligibility criteria, will be regarded as non-responsive*

FUNCTIONAL ASSESSMENT – POINTS SCORING		Points allocation
<b>Functional Category &amp; Description</b>		
<b>Quality</b>		
• Tenderer must submit five (5) reference letters/appointment letters of similar services from other organs of state		25
<b>Delivery Time</b>		
≤ 3 weeks		25
4 to 5 weeks		15
> 5 weeks		0
<b>TOTAL POINTS</b>		<b>50</b>

**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

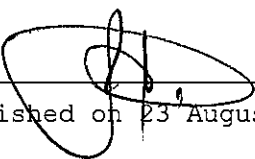
B-BEE status level of Contribution - 20 points

**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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