 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 **29 November 2017**. For queries please email to at [bongiwem@elundini.gov.za](mailto:bongiwem@elundini.gov.za) or faxed to 086 216 8784

**For Technical Queries: Ms S.Funo**

**Tel: 045 932 8168**

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

**Tel: 045 932 8198**

### SUPPLY AND DELIVERY OF CARTRIDGES- ELM-1/003/2017-2018

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

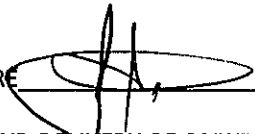
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Valid Tax Clearance Certificate OR Tax Compliance status documents with PIN from SARS.
- Proof of registration with Web Central Supplier Database (A bidder 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.
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated.
- Certified copies of Company Registration certificate and IDs.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, 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>

**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.**
- Failure to comply with these conditions may invalidate you offer.
- National treasury circular no. 9 of 2017/18 Price Index shall apply.

SIGNATURE \_\_\_\_\_



DATE \_\_\_\_\_

**SUPPLY AND DELIVERY OF CARTRIDGES SPECIFICATIONS**

DESCRIPTION	QUANTITY
• Brother MFC/L2700 DW -NT-2355	5
-DR-2305	2
• HP Color LaserJet Pro MFP M277 -CF 401A	5
-CF 402A	5
-CF 403A	5
-CF 400A	5

**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

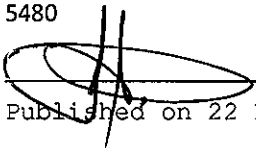
**DELIVERY ADDRESS:**

Elundini Local Municipality

No.1 Seller Street,

Maclear

5480

  
Published on 22 November 2017