



(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 16<sup>th</sup> May 2017. For **queries** please email to [scm@elundini.gov.za](mailto:scm@elundini.gov.za) or faxed to 086 216 8784

**For Technical Enquiries: Ms N Nyeke**  
**Finance Department: Mr. K Sobekwa**

**Tel: 045 932 8159**  
**Tel: 045 932 8196**

Supply and Delivery of conventional Parkhome: ELM-1/018/2016-2017

**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 **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 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.

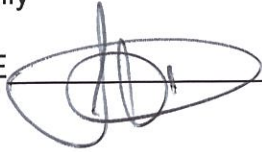
**NB: No quotations will be considered from persons in the service of the state<sup>1</sup>**

**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**
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- The local content (LC) expressed as a percentage as a percentage of the bid price must be calculated in
- Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE



DATE

10/05/2017

**Specification**

Supply and delivery of Conventional Park home unit

Constructed with timber

Size 4.2m x 2.4m

- Floor covers either 1.6mm / 2mm industrial vinyl or carpeting.
- Air conditioners supplied and fitted
- Burglar bars and security gates.
- Blinds

Sample



**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	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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