



(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 9 February 2017. For **queries** please email to Ms. B.Mbizweni on bongiwem@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Mr M.Mhlwempu Tel: 045 933 8000

Finance Department: Ms B.Mbizweni Tel: 045 932 8198

SUPPLY AND DELIVERY OF FURNITURE: ELM-4/010/2016-2017

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.
- A valid and original Tax Clearance certificate.
- Tax compliance status document with PIN from SARS
- Certified copies of Company Registration certificate and IDs
- An original or certified BEE certificate copy
- 80/20 preferential procurement point system will be applied
- Firm Delivery Period from date of receiving order and make / manufacture of the enclosures must be indicated
- If correct and defect free delivery is not received by the indicated agreed date the contract will be immediately terminated
- CSD registration report
- Completed MBD 4, MBD8 and MBD 9 (downloadable on the website and found at Supply Chain Office)
- 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 state¹

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

11/02/2017

SPECIFICATION



DESCRIPTION	QUANTITY
<ul style="list-style-type: none"> Roller door credenza 1250X650-Empty Colour:Mahogany Bowfront desk 2100X950- inlay-Left hand side –Drawers on Right hand side Colour:Mahogany 	1
<ul style="list-style-type: none"> Pinnacle highback chair-Forward knee Tilt mechanism-Laminate Base –Laminate arms(mahogany stain) 	1



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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