



 045 932 8196

 1, Seller Street, Maclear, 5480

 086 216 8784

 bongiwem@elundini.gov.za

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 **09 November 2017**. For **queries** please email to at bongiwem@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Mrs A. Mlonzi

Tel: 045 932 8104

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

Tel: 045 932 8198

SUPPLY AND DELIVERY OF STATIONERY- ELM-4/011/2017-2018

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.
- Certified copies of Company Registration certificate and IDs.
- Completed MBD 4, MBD 6.1, MBD 6.2, 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.

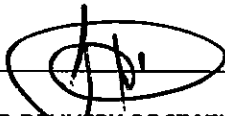
NB: No quotations will be considered from persons in the service of the state¹

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**
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- Only locally produced service or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content. The bid will be evaluated on local production content threshold is 100%.
- The local content (LC) expressed as a percentage as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

$$LC = (1-x/y)*100$$
 Where
 X is the imported content in Rand
 Y is the bid price in Rand excluding value added tax (VAT)
- 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 bidder's tax compliance status to the municipality.

SIGNATURE



DATE

2/11/2017

SUPPLY AND DELIVERY OF STATIONERY SPECIFICATIONS

DESCRIPTION	QUANTITY
• A4 WHITE PAPER	20 BOXES
• HP 950 INK CARTDGES BLACK	10
• HP 951 INK CARTDGES YELLOW	10
• HP 951 INK CARTDGES CYAN	10
• HP 951 INK CARTDGES MAGENTA	10
• EXTERNAL HARD DRIVE 500 GB	5
• 8 GB FLASH DRIVE	3
• 1 TB EXTERNAL HARD DRIVE	1
• ACCESSIBLE FILES	50
• ARCH LEVER FILES	50
• BLACK PEN	5 BOXES
• PAIR OF SCISSORS 21 CM	8
• RULERS	8
• SHARPNER	20
• PENCILS	10 BOXES
• ERASER	10
• 5 COLOUR SELF ADHESIVE MEMO PAD 51 X 51 MM-	10

NEON 400 SHEET COLOUR CUBE	
• GEL PEN(BLACK)	4 BOXES
• A4 CLIP BOARD- RED(PLASTIC)	10
• STAPLE REMOVER(STANDARD)	8
• GLUE STICK	20
• PRESTIC 100G	5
• CLEAR SOLLOTAPES	10
• SILVER PAPER CLIPS 50MM	10 X 100
• BINDING COVERS(2MM,4MM,6MM,10MM,15MM,20MM)	5X25 UNITS OF EACH SIZE
• PLASTIC FILE DIVIDERS(NUMBERS)	20X10
• SPIKE FILES	20
• CLEAR SOLLOTAPES 12X 66M	20
• BROTHER TN-348 CYAN	1
• BROTHER TN-348 MAGETA	1
• BROTHER TN-348 YELLOW	1
• BROTHER TN-348 BLACK	2
• 2018 DIARIES A4	8
• A4 PLAIN NOTE BOOKS	2
• 3 QUIRE HARD BOOK	4
• 6 BLACK PERMANENT MARKERS	1 PACK
• WHITE BOARD ERASER	2
• 100'S WHITE HARD A4 PAPER	1 PACK
• STAPLERS(20 SHEETS)	7
• SMALL PAPER PUCHERS(937)	3
• GIANT PAPER STAPLER	1
• GIANT PAPER PUNCHER(800 × 809 - 253k – jpg)	1
• WIRELESS MOUSE	1
• WIRELESS KEYBOARD	1
• PLASTIC PAPER TREY(4 SHELVES)	1
• HANGING FILES A4	50
• HP 1200 BLACK INK CARTRIDGE	2
• HP LASER JET P1102W 85A	5
• STAPLES 26/6	10 BOXES
• NAME BADGES(90X57MM)	2X50
• HIGHLIGHTERS(VARIOUS COLOURS)	10X6PACK
• WHITE MESSAGE PAPER	10 PACKS
• DRAWING PINS	2 BOXES(50)

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

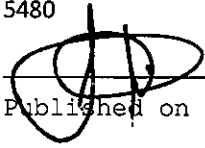
DELIVERY ADDRESS:

Elundini Local Municipality

No.1 Seller Street,

Maclear

5480



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