



(045) 932 8218



(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 22nd March 2017. For **queries** please email to Ms B.Mbizweni bongiwem@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Ms N.Dingane

Tel: 045 932 8161

Finance Department: Ms B.Mbizweni

Tel: 045 932 8218

SUPPLY AND DELIVERY OF LUNCH PACKS: ELM-1/015/2016-2017

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.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, MBD 8, and MBD 9 and (downloadable from website and collectable at Supply Chain Offices).
- 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 councilor .
- 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

The minimum threshold for functionality is 60%

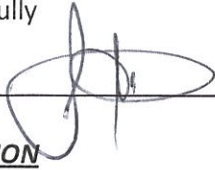
BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- 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

15-03-2017



SPECIFICATION

DESCRIPTION	QUANTITY
- 4 slices of brown/white bread	864
- Sliced cheese and Ham/sliced chicken polony	
- 350ml assorted 100% juice	
- 1 fried drumstick per pack	
- 1 fruit per pack (assorted)	

SPECIAL CONDITIONS

- All lunch packs must be freshly packed.
- Must be prepared on the same day of delivery.
- Must be ready at 8h00am every day.

EVALUATION CRITERIA

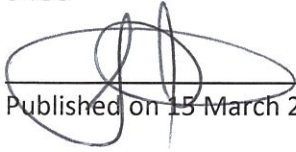
The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00

- 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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