



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 A.Bangiso-Budget accountant**

**Tel: 045 932 8203**

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

**Tel: 045 932 8198**

## **SUPPLY AND DELIVERY OF OFFICE CHAIRS- ELM-2/018/2017-2018**

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 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.

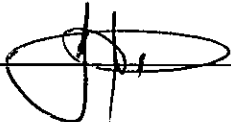
NB: No quotations will be considered from persons in the service of the state<sup>i</sup>

**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.
- 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 85%.
- 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:  

$$LC = (1-x/y)*85$$

Where  
 X is the imported content in Rand  
 Y is the bid price in Rand excluding value added tax (VAT).
- Failure to complete **MBD 6.2** will result to disqualification of a bid submission.
- 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.
- National treasury circular no. 9 of 2017/18 Price index shall apply.

SIGNATURE  \_\_\_\_\_ DATE \_\_\_\_\_

**SUPPLY AND DELIVERY OF OFFICE CHAIRS  
SPECIFICATIONS**

DESCRIPTION	QUANTITY
<ul style="list-style-type: none"> <li>▪ Self-adjusting</li> <li>-recline mechanism - Black</li> <li>-powder-coated aluminium frame</li> <li>- Black polypropylene shell/base</li> <li>- Height-adjustable arms</li> <li>- Mesh back, black fabric seat with depth adjustment</li> </ul>	<p style="text-align: center;">7</p> 

**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

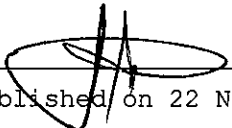
B-BEE status level of Contribution - 20 points

**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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