



045 932 8196

1, Seller Street, Maclear, 5480

086 216 8784

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 **22 February 2018**. For queries please email to at bongiwem@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Z.Ndzunga

Tel: 045 932 8161

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

Tel: 045 932 8198

SUPPLY AND DELIVERY OF OFFICE CHAIRS: ELM-1/012/2017-2018

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 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**
- Failure to comply with these conditions may invalidate your offer.
- Failure to complete **MBD 6.2** will result to disqualification of a bid submission.
- National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE _____ DATE _____

SUPPLY AND DELIVERY OF CARTRIDGES

SPECIFICATIONS

SERVICE PROVIDERS ARE REQUESTED TO USE THE BELOW TABLE WHEN QUOTING

DESCRIPTION	QUANTITY	AMOUNT
-HP Ink cartridge 951 XL Magenta	10	
- HP Ink cartridges 951 XL Cyan	10	
-HP Ink cartridges 951 Yellow	10	
-HP Ink cartridges 951 XL Black	10	
-HP LaserJet 85A CE 285A	3	
-HP Colour LaserJet Pro MFP M277 PCC6:201A Magenta	4	
- HP Colour LaserJet Pro MFP M277 PCC6:201A Yellow	4	
HP Colour LaserJet Pro MFP M277 PCC6:201A Cyan	4	
HP Colour LaserJet Pro MFP M277 PCC6:201A Black	5	
		SUBTOTAL
		VAT
		GRAND TOTAL

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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