



(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 26 May 2017. For **queries** please email to scm@elundini.gov.za or faxed to 086 216 8784.

For Technical Enquiries: Mrs Z Lusawana

Tel: 045 932 8217

Finance Department: Mr K Sobekwa

Tel: 045 932 8198

SUPPLY AND DELIVERY OF OFFICE FURNITURE: ELM-2/018/2016-2017

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.
- Certified copies of Company Registration certificate and IDs.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, 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.**
- 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

19/05/2017

SPECIFICATION



DESCRIPTION	QUANTITY	SAMPLE
<p><u>Hinged Door System Cupboard</u></p> <ul style="list-style-type: none"> ❖ Size 1800*900*450d ❖ Adjustable Shelves*4 ❖ Solid doors*2 ❖ Lockable ❖ Cherry Melamine(Colour) 	<p>2</p>	
<p><u>Office Desk</u></p> <ul style="list-style-type: none"> ❖ Cherry Melamine(Colour) ❖ Office table with drawers on the left and sliding door small cupboard on the right. 	<p>1</p>	
<ul style="list-style-type: none"> ❖ Lockable ❖ Height (71.4cm) ❖ Length-Front (1.80m) <li style="padding-left: 20px;">-Side (1.80m) 		



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	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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