



(045) 932 8196



(086) 215 2818



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 30 August 2016. For **queries** please email to Ms. N. Thuli on [thulin@elundini.gov.za](mailto:thulin@elundini.gov.za) or faxed to 086 215 2818

**For Technical Enquiries: Ms A. Mlonji**

**Tel: 045 932 8190**

**Finance Department: Ms. N. Thuli**

**Tel: 045 932 8196**

**SUPPLY AND DELIVERY OF STATIONARY: ELM-1/001/2016-2017**

**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.
- A valid and original Tax Clearance certificate
- Tax compliance status document with PIN from SARS
- Certified copies of Company Registration certificate and IDs
- An original or certified BEE certificate copy
- 80/20 preferential procurement point system will be applied
- Firm Delivery Period must be indicated
- Completed MBD 4, MBD8 and MBD 9 (downloadable on the website and found at Supply Chain Office)
- Proof of registration with Central Supply Database (CSD)
- A recent Municipal account statement, lease agreement or affidavit stating you aren't liable to pay rates at your business premises if you aren't.

**NB: No quotations will be considered from persons in the service of the state<sup>1</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.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE

DATE

24/08/2016



## SPECIFICATION

No.	Item	Quantity
1	A4 Counter Book – 2 Quire	5
2	Self-seal A4 Envelopes (Brown)	1 box
3	Self-seal A5 Envelopes (Brown)	1 box
4	Wireless Mouse	1
5	Pack of CD – Memorex (700 MB)	1
6	Tabbed Dividers – 1-31	20 packs
7	MagiClip Paper Fastener	1
8	Sharp Elsimate 14 Digit Calculator	2
9	FL Scissors 204mm blade	2
10	30 cm Finder Grip Ruler	2
11	Bulldog Clip (100mm)	1 box
12	Magnetic Gem Clip Holder	2
13	Mercury Shredder RDS 2270	2
14	Nautille Flip Chart Easel	1
16	Staedtler Traditional Pencil (HB)	5 Boxes
17	Pen - Energel Retractable Metal Tip Roller (Black)	5 boxes
21	Clear Packaging Tape 100m	5
22	A4 Photocopy Paper (Mondi Rotatrim)	20 Boxes
23	Removable / Flash Disk 8GB	2
24	CD Pocket with Flap	20
25	Assorted Post-it Flags	5 packs
26	Toner for MFC L8850CDW Brother (Black, Cyan, Magenta, Yellow)	5 of each colour
27	Toners – HP 951 XL (Magenta)	10
28	Toners – HP 951 XL (Cyan)	10
29	Toners – HP 951 XL (Yellow)	12
30	Toners – HP 951 XL (Black)	17
31	Thermal Binding Covers (White) 4 mm, 10 mm, 15mm, 20mm	1 Pack of Each
32	Highlighters – Pentel SL12- V (Assorted Colours)	12
33	Digital Voice Recorder (WS-811)	2
34	Seal-easi Envelopes C4 (Brown)	1 Box
35	20metres Extension cord	1

15X 901 BLACK INK CARTRIDGES  
 7X 901 TRI- COLOR INK CARTRIDGE  
 5X PENTEL ENERGEL PENS (Box)  
 5X CORRECTION PENS  
 5X 2QUIRE COUNTER BOOK  
 5X USB's -8GB  
 5X PRESTICK  
 10X BOX PHOTOCOPY PAPERS  
 5X BOX PAPER CLIPS  
 8X PACK 6s Highlighters (different colors)  
 6X INFO NOTES (Assorted colors)  
 5X CLEAR PACKAGING TAPE 100m  
 4X 50s NAME BADGES  
 2X A4 LAMINATING POUCHES  
 2X BROTHER CARTRIDGES TN-369M - ALL COLOURS  
 4X SCISSORS  
 5X REXEL STAPLES NO. 56

24/08/2016

## **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:**

<b>LEVEL</b>	<b>POINTS AWARDED</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>16</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non - compliant</b>	<b>0</b>

### **DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480

  
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