



(045) 932 8218



(086) 216 8784

ELUNDINI MUNICIPALITY
IKAMVA ELIQAQAMBILEYO



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 X.Baruza

Tel: 045 932 8181

Finance Department: Ms B.Mbizweni

Tel: 045 932 8218

SUPPLY AND DELIVERY OF STATIONERY: ELM-4/016/2016-2017

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

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 [Handwritten Signature]

DATE 15-03-2017

SPECIFICATION

| DESCRIPTION | QUANTITY |
|---|--|
| 1. Pens (black,blue)bic | 3 Boxes |
| 2. Uni-ball pen black(Uni-ball gel impact RT) | 2 Boxes |
| 3. USB Modems 16 gig | 5 |
| 4. Standard stapler (4)&staples | 8 Boxes |
| 5. Giant stapler(2) and staples | 4 Boxes |
| 6. Staple remover | 8 |
| 7. Ruler(4) | 4 |
| 8. Scissors (4) | 4 |
| 9. Puncher (3) | 3 |
| 10. Lid-pencils 2 boxes | 2 Boxes |
| 11. Eraser rubber 1 box | 1 Box |
| 12. Pencil holder x3 | 3 |
| 13. Sticky notes with colures | 3 |
| 14. Correction pen | 2 |
| 15. Arch Lever files | 10 Boxes |
| 16. Assessable files | 6 Boxes |
| 17. File dividers | 2 Boxes |
| 18. Paper clips | 4 Boxes |
| 19. Bostic (4) | 4 |
| 20. Markers and highlighters | 4 Boxes |
| 21. Rubber bands 100g net weight | 4 Boxes |
| 22. Three stamps | <ul style="list-style-type: none"> ➤ FINAL OUTCOMES Date..... Signature ➤ PROVISIONAL OUTCOMES DATE..... ➤ EVALUATED DATE..... SIGNATURE..... |
| 23. HP 903-Magenta | 10 |
| 24. HP 903-Cyan | 10 |
| 25. HP 903-Yellow | 10 |
| 26. HP 903 XL- Black | 12 |
| Cartridges for printer HP Office jet 953 | 10 |
| 1. Black | |
| Magenta 953 | 10 |

| | |
|----------|----|
| Cyan 953 | 10 |
| Yellow | 10 |



EVALUATION CRITERIA

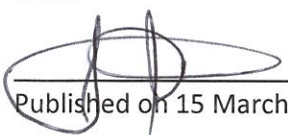
The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00

- 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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