



(045) 932 8196



(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 17 October 2016. For **queries** please email to Ms. B.Mbizweni on bongiwem@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Ms Bukelwa Maqhubela
Finance Department: Ms. B.Mbizweni

Tel: 045 932 8154
Tel: 045 932 8198

SUPPLY AND DELIVERY OF STATIONERY: ELM-5/007/2016-2017

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 or tax compliance status document with PIN from SARS
- Certified copies of Company Registration certificate and IDs
- An original or certified BBB-EE 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 Central Supplier Database registration report (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 stateⁱ

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

10/10/2016

DESCRIPTION	QUANTITY
Clear tape (collotype) big	60
Staplets standard 26/6	15
Black pens bic	10
Correction pen 12mm	4
Bostik 100g	10
A4 Photocopy paper	30 boxes
Stapler small	6
Scissors	5
Black markers (High performance)	4 boxes
Red markers	4 boxes
Red pens	2 boxes
Pencils	5 boxes
Ruler	3
High lighters	2 boxes
3 quire counter book	10
Rubber bands 100g	6 boxes
Massage papers variety colours	6 packs
Calculator sharp	4
Staple remover	3
Arch lever files Croxley	3 boxes
Seal easy A4 envelops	3 boxes
Pocket folder files	5 boxes
File dividers	4
Stop watch	1
Black toner 55A CE255A	2
Glue stick 40g	4 boxes
Brother toner BK TN-369BK	3
Brother toner C TN-369C	3
Brother toner M TN -369M	3
Brother toner Y TN-369Y	3

EVALUATION CRITERIA

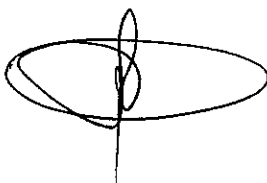
The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30,000.00

Price - 80 point

B-BEE status level of Contribution

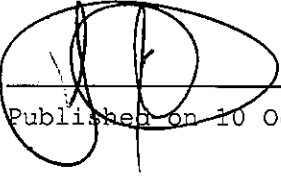
BBBEE Points Breakdown: - 20 points

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

A handwritten signature in black ink, consisting of several loops and a vertical line, positioned above a horizontal line.

Published on 10 October 2016