



045 932 8196

1, Seller Street, Maclear, 5480

086 216 8784

bongiwem@elundini.gov.za

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 08 August 2017. For **queries** please email to at bongiwem@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Ms L.Mhlana-HR

Tel: 045 932 8118

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

Tel: 045 932 8198

SUPPLY AND DELIVERY OF STATIONERY- *ELM-4/002/2017-2018*

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

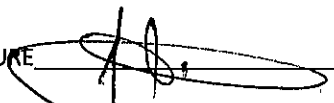
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 OR **Valid Tax Clearance Certificate OR Tax 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.
- Respondents must be a B-BBEE status level 5 contributor or higher.
- 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 state!

The minimum threshold for functionality is 70%

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.
- Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.

SIGNATURE  DATE 31/07/2019

Functionality Evaluation Score Card

Bids that scores less than 70 (seventy) points out of 100 (one hundred) points in respect of the following pre-evaluation eligibility criteria, will be regarded as non-responsive

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FUNCTIONAL ASSESSMENT – POINTS SCORING		Points allocation
Functional Category & Description		
Experience		
• Tenderer must submit five(5) reference letters/ appointment letters of supply and deliver of stationery at municipal level		25
Delivery Time		
≤ 3 weeks		25
4 to 5 weeks		15
> 5 weeks		0
TOTAL POINTS		50

SUPPLY AND DELIVERY OF STATIONERY SPECIFICATIONS

DESCRIPTION	QUANTITY
• File dividers (1-12)	100 packs
• Accessible files	20 boxes
• Binder clips 19mm	3 boxes
• Desk cubes holder & refills	2

• Scientific calculator	4
• Ruler	1 box
• Stapler	2
• Filament tape	2
• Black pen	3 boxes
• A4 counter book	10
• Storage boxes	30
• AAA Batteries	5
• Correction roller	3
• Punch DP 800 code 771419	3
• Desk organiser code 396126	3
• Correction tape 5mm X 5m code zt 35	2
• A4 envelops	3 boxes
• B5 envelops	3 boxes
• Yellow highlighters	2 packs
• Black markers	2 boxes
• Paper clips 51mm	10 boxes
• USB 32gb	4
• Hard drives 500gb	4
• Cartridges HP officejet 8600 plus 950	17
• Cartridges HP officejet 8600 plus 951	12
• Cartridges HP officejet 8600 plus 951	12
• Cartridges HP officejet 8600 plus 951	12
• Sticky note for message	15
• Shredding machine oil RLS32 Office Shredder 230VAC 50HZ 8.0A	1 litre
• A4 Printing paper	30 boxes
• Numbering machine & felt pad 4.5 kw 208	1

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

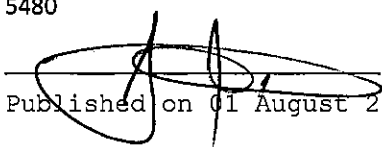
B-BEE status level of Contribution - 20 points

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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