
 045 932 8196

 1, Seller Street, Maclear, 5480

 086 216 8784

 bongiwem@elundini.gov.a

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

For Technical Queries: Andiswa Mbeshu Com services

Tel: 045 932 8133

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

Tel: 045 932 8198

SUPPLY AND DELIVERY OF STATIONERY AND TONERS- ELM-5/007/2017-2018

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

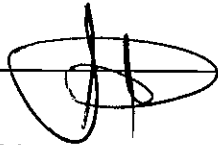
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- **Valid Tax Clearance Certificate OR** Tax Compliance status documents with PIN from SARS.
- Proof of registration with Web Central Supplier Database (A 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 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!

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.
- Bidders must indicate the bid number and postal address on the sealed envelope in the event that the municipality decides to re-advertise the bid.

SIGNATURE _____



DATE _____

SUPPLY AND DELIVERY OF STATIONERY SPECIFICATIONS

DESCRIPTION	QUANTITY
Staples standard 26/6	19
Permanent black marker	3 packs
Permanent red marker	3 packs
Scissors	8
Eraser	3 boxes
Clip boards(Masonite)	4
Office desk filling tray	4
Info notes 75x75 mm	3
Packets file dividers (A-Z)	5
Speed-point machine slips	2 pack/boxes
Paper clips	2 boxes
Counter books – 288 pages	2
Ink pad	1
Puncher A4 9730	2
Endorsing ink	2

Folder files	7 packs
Glue stick(big) 43g	14
Stop watch(digital)	1
Seal easy A4 Brown envelopes	4 boxes
Arch lever files	5 boxes
Sharpener	6 boxes
Staple remover	15
Pencil	1 box
Black pens(fine points)	11 boxes
Clear tape	70
Medium stapler	3
Correction pen	15
Staple remover	14
Prestic	10
A4 photocopy paper	60 boxes
Stamples small	10
Rulers	3
Rubber –bands Big	6 boxes
Message papers- variety colours	12 packs
Scientific Calculators	3
Brother Toner –	
Y TN – 369Y	2
C TN – 369C	2
BK TN – 369BK	2
HP Office Jet Pro	
950 XL Black	6
951 XL Cyan	6
951 XL Yellow	6
951 XL Magenta	6

EVALUATION CRITERIA

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

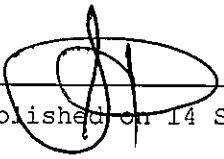
- Price - 80 points
- B-BEE status level of Contribution - 20 points

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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