

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 **01 November 2017**. For **queries** please email to bongiwem@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Ms Z.Ndzunga- Admin Assistant

Tel: 045 932 8161

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

Tel: 045 932 8198

SUPPLY AND DELIVERY OF STATIONERY- *ELM-1/002/2017-2018*

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.
- 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 6.2, 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

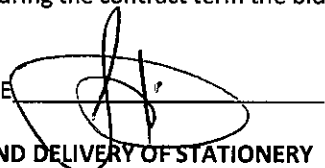
BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- 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.
- Only locally produced service or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content. The bid will be evaluated on local production content threshold is 100%.
- The local content (LC) expressed as a percentage as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

$$LC = (1-x/y)*100$$

Where
 X is the imported content in Rand
 Y is the bid price in Rand excluding value added tax (VAT)
- 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

25/10/2017

SUPPLY AND DELIVERY OF STATIONERY SPECIFICATIONS

DESCRIPTION	QUANTITY
• LASER POINTER	5
• YELLOW(951 HP CARTRIDGES)	20
• MAGENA(951 HP CARTRIDGES)	20
• CYAN(951 HP CARTRIDGES)	20
• A4 WHITE PAPER	50 BOXES
• USB STORAGE DEVICE 16GB	15
• ACCESSIBLE FILES	200
• ARCH LEVER FILES	50
• BLACK PEN	10 BOXES
• EXAM PADS	20
• POLYPROPYLENE RING BINDERS-A4 25 MM 2 RING	50 BOXES
• PAPER FASTENER	5 BOXES
• A4 CLEAR SHEETS 200 MICRON	200
• STAINLESS STEEL ORANGE HANDLE SCISSORS	10
• GAZELLE STAPLER(METAL HALF STAPLER)	20
• 26/6MM STAPLES	56 BOXES OF 5000 STAPLES
• CORRECTION ROLLERS(5MMX5M)	40
• CORRECTION PEN 12MM ZL31WHITE	20
• INDICATOR PINS 15MM 27180	2 PACKS

• RULERS	15
• SHARPNER	20
• PENCILS	5 BOXES
• ERASER (HIGH QUALITY)526-50	20
• NOTES 75 X 125MM YELLOW 152000	40
• NOTES 75 X100MM YELLOW 30400	20
• 5 COLOR SELF-ADHESIVE MEMO PAD 51X51MM-NEON 400 SHEET NEON COLOR CUBE	20
• COLOR PAPER A4 GSM BOLD TINTS-PINK,PURPLE,YELLOW,GREEN,BLUE,RED	4 BOXES OF EACH COLOR
• GEL ROLLERBALL (BLACK)	3 BOXES
• A4 CLIP BOARDS EXECUTIVE	15
• STAPLE REMOVER	15
• GLUE STICK 43G	100
• PRESTIC 100G	50
• INFO NOTES HOLDER	10
• PAPER CLIP DISPENSER	20
• SILVER PAPER CLIPS 50MM	10X100
• UNITS THERMAL BINDING COVERS FOR EACH(2MM,4MM,6MM,10MM,15MM,20MM)	5 X 25 UNITS
• INDEX TABS PLASTIC FILE DIVIDERS(NUMBERS)	500X10
• SPIKE FILES-STURDY METAL BASE-CHROME PLATED	20
• CLEAR SOLLOTAPE 12X66M	20
• BROTHER TN-348 M	3
• BROTHER TN-348 C	3
• BROTHER TN-348 Y	3
• BROTHER TN-348 BK	5
• FLIP CHART(WITH STAND)	5
• FLIP CHART PAPERS	5
• WHITE BOARD MARKER	9 SETS OF 4
• HIGHLIGHTERS(VARIOUS COLOURS)	30
• BROWN ENVELOPES(A5)	100
• PUNCHER(V240 2 HOLE-BLACK)	5
• CORRECTION TAPES	10
• STORAGE UNIT A4 6 DRAWERS	5
• MONEY CLIPS	10
• COUNTER BOOKS	15
• LAMINATING POUCHES	BOX OF 100 A4
• BATTRIES ALKALINE PLUS LR14	32
• FOLDING CLIPBOARDS	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 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

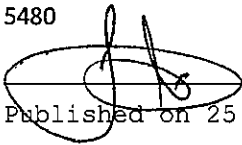
DELIVERY ADDRESS:

Elundini Local Municipality

No.1 Seller Street,

Maclear

5480



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