



045 932 8179

1, Seller Street, Maclear, 5480

045 9321 094

bongiwe@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 deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **17 January 2018**. For **queries** please email to bongiwe@elundini.gov.za or faxed to 086 246 8149

For Technical Queries: Ms K.Sobekwa
For Supply Chain Queries: Ms B.Mbizweni

Tel: 045 932 8174
Tel: 045 932 8179

SUPPLY AND DELIVERY OF STATIONERY - ELM-2/025/2018-2019

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 7) the 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 with a letter from a ward councillor is submitted with the tender document.
- 8) the price(s) quoted are valid for at least thirty (30) days from date of your offer.
- 9) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 10) the Joint Venture has attached the following :
 - a) J V agreement,
 - b) original or certified copy of consolidated BBBEE certificate, and
 - c) letter of signatory.

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2. The tenderer is required to submit with his tender the following certificates:

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) A Copy of business entity registration certificate e.g. CK Document
- 3) Certified ID copy/s of business entity owners
- 4) Tax Compliance status documents with PIN from SARS must be attached
- 5) Latest municipal account statement or lease agreement or affidavit from the South African Police Service with letter from ward councillor.
- 6) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and IRBA recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or accounting officers as contemplated in the CCA or registered auditors .

3. Returnable schedules required for tender evaluation processes

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

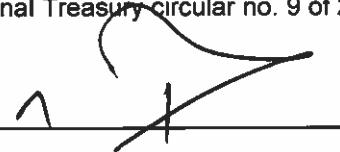
MBD 9: Certificate of Independent Bid Determination

NB: No quotations will be considered from persons in the service of the state

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) 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;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 30 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) 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.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid , the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 11) National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE



DATE

10-01-2019

SPECIFICATIONS**BIDDERS ARE REQUESTED TO USE THE BELOW TABLE WHEN QUOTING**

DESCRIPTION	QUANTITY	AMOUNT
Pencils	5 boxes	
Black Pens	11 boxes	
Stapler (small)	8	
Giant staples	20 boxes	
USB 16 gig	15	
Staplets 26/6	20 boxes	
Rubber bands x 100g	8 boxes	
Storage boxes x 255mm x 330mm x 460mm	40	
Archive boxes A4 x 245mm x 325mm x105mm	40	
Round head paper fastners x	40	
Binder clips 41mm x	30 boxes	
Binder clips 19mm	30 boxes	
Plastic clipboards (foldable)	10	
Lever arch files	50	
Staple remover	10	
Ruler	10	
Scissors	5	
Highlighter	10 packs	
Eraser loose	10	
Counter books A4 192	10	
Wiro bound A4 Note books 102mm x 76mm, Side wiro 72 pages	10	
Wiro bound A5 210mm x 148mm quad ruled 300 pages (colour green)	1	
Sign here flags	30	
Stationery set Translucent ribbed polypropylene Includes A4 document box, document holder, pen holder, letter holder, drawer box & carry box	1	
Paper clips 25mm small Box of 100	10 boxes	
Paper clips 50mm giant Box of 100	10 boxes	
Permanent markers black	10 packs	
Metal sharpners	10	

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Adhesive clear tape big	10	
Adhesive tape brown big	10	
Glue stick 43g	20	
Prestik	10 packs	
Mounting squares 25mm x 25mm	10 packs	
Medium Punch 25 sheets x	4	
Punch 100 sheets	1	
HP black ink cartridges 650	10	
HP tri-colour ink cartridge 650	10	
Correction pens	2	
Accessible files	5 boxes	
Massage papers	5 packs	
Heavy punch	2	
File dividers (Jan-Dec)	20 packs	
File dividers (1-31)	40 packs	
File fastners	50 boxes	
A4 Envelops	40 packs	
Watch batteries 1.5 volts 1xAA	2 packs	
External hard drive 2TB	1	
Voice recorder - Battery: 260mAh polymer battery - Many different countries language - Size: 86 x 21 x 10mm - LCD: Oled 128 x 64 - USB Interface: USB 2.0 High Speed - Music Format: MP3/WMA/WAV/APE/FLAC - Recording Form: MP3/WAV - Recording Quality: WAV: 512KBPS-1536KBPS	2	

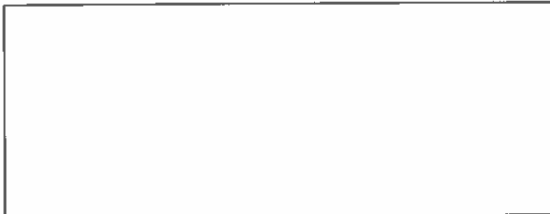
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Projector - 5 inch LCD TFT display - RESOLUTION: 800×480, support 720P/1080P - BRIGHTNESS: 2000 Lumens - 1000:1 - 360 degree flip - Manual Focus - 16:9 & 4:3 - Eng/Fre/Spa/Port/Ita/Chinese,total 23 languages - LAMP LIFE: over 30000 hours life - SCREEN PROJECTION SIZE: 30-120 inch - 1.2-4.2m - ±15 degree physical correction - - 110-240V / 50-60Hz - PORTS: HDMI2/USB2/AV/VGA/YPbPr/ Audio In - 27021090	1	
	SUBTOTAL	
	VAT	
	GRAND TOTAL	

Signature : 

Date : 10-01-2019

Company Stamp :



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EVALUATION CRITERIA

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

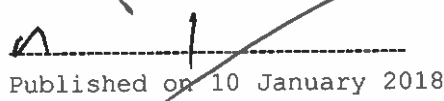
- Price - 80 points
- B-BEE status level of Contribution - 20 points

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


Published on 10 January 2018

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