

(045) 932 8218 (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 09 MARCH 2017. For **queries** please email to Ms. N Thuli on thulin@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Mr. G. HALL

Tel: 045 932 8129

Finance Department: Ms. N. Thuli

Tel: 045 932 8218

MANUFACTURE AND DELIVER SIGN BOARD TO MACLEAR: ELM-3/068/2016-2017

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. An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 or Tax compliance status documents with PIN from SARS
- Copies of Company Registration certificate and IDs
- An original or certified BBBEE certificate copy.
- 80/20 preferential procurement point system will be applied.
- Firm Delivery Period from date of receiving order and make/manufacture of the enclosures must be indicated.
- If correct and defect free delivery is not received by the indicated agreed date the contract will be immediately terminated.
- Proof of registration with national treasury (CSD).
- Completed MBD 4, MBD 8, and MBD 9 (downloadable from website and collectable at Supply Chain Offices).
- A recent Municipal account statement, lease agreement or affidavit stating you aren't liable to pay rates at your business premises.

NB: No quotations will be considered from persons in the service of the state¹

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.
- Bidders to note that only locally manufactured goods with a minimum of 100% local production content will be considered

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE  DATE _____



SPECIFICATION

Item	Required Goods/ Services	Quantity	Unit	Specification
	Manufacture and deliver sign board to Maclear	1	Sign board	See attachment

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 - 20 points

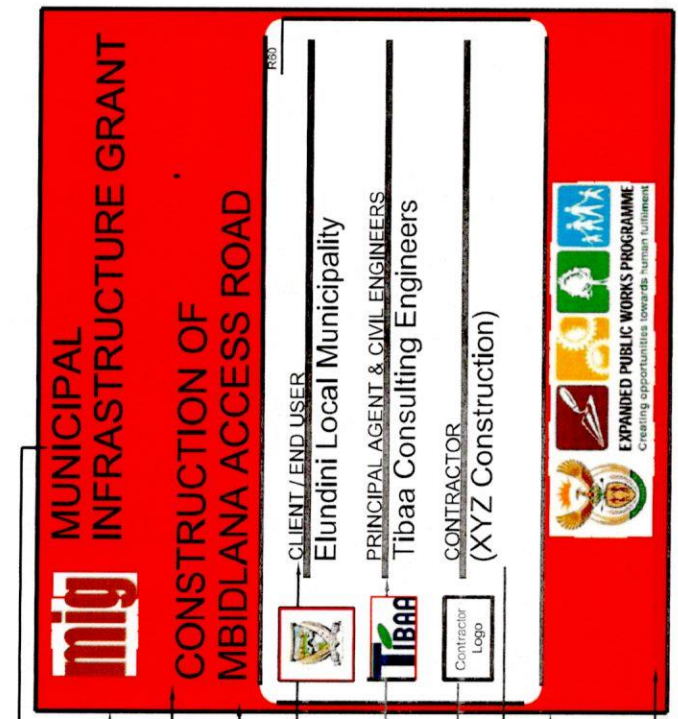
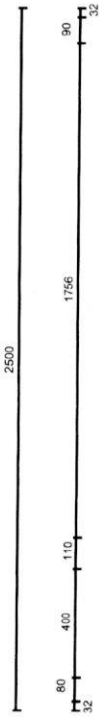
BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non - compliant	0

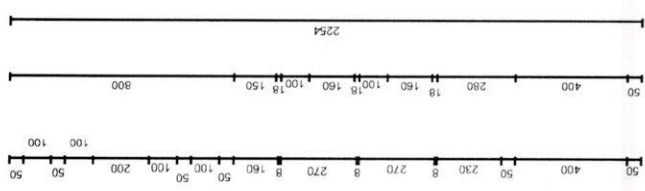
DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Maclear
5480

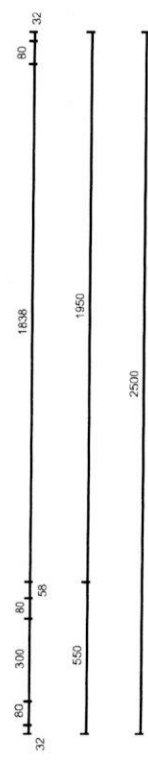
Published on 02 March 2017



- LETTERING WHITE
- 4MM THICK BLACK EDGE BORDER
- BACKGROUND ORANGE
- *T-8 TO PITSING * WILL CHANGE DEPENDING ON THE PROJECT NAME UNDER CONSIDERATION
- LETTERING BLACK
- LINE BLACK
- Logo of Tibaa will be provided or is "Elundini Local Municipality"
- 4MM THICK BLACK EDGE BORDER
- COLOUR ORANGE TO MATCH "EXPANDED PUBLIC WORKS PROGRAMME" CORPORATE COLOURS



- NOTES:
1. TYPEFACE TO BE USED SHALL BE HELVETICA MEDIUM 150/100/70 MM UPPER & LOWER CASE LETTERS FOR PROJECT NAME AND DESCRIPTION. 75MM BLACK UPPER CASE & LOWER CASE TO BE USED FOR NAMES OF CONSULTANTS AND FIRMS. 50MM BLACK UPPER CASE ONLY TO BE USED FOR PROFESSIONAL TITLES.
 2. SIZES OF LETTERING AND DIMENSIONS ARE INDICATED ON THE DIAGRAM AND SHALL BE STRICTLY ADHERED TO.
 3. HEIGHT OF BOARD DEPENDS ON THE NUMBER OF PROFESSIONAL SERVICES DISPLAYED. NOTE THAT ALL PROFESSIONAL SERVICES ARE TO BE SHOWN.
 4. OTHER VARIATIONS WHICH DETERMINE THE HEIGHT OF THE BOARD ARE SHOWN ON THE LEFT HEREOF.
 5. PROJECT NAME AND DESCRIPTION SHALL BE WHITE LETTERING BACKGROUND, SURROUNDING BORDER AND LINES UNDER PROFESSIONAL TITLES SHALL BE ORANGE; DULUX _____.
 6. PROFESSIONAL TITLES AND COMPANY NAMES SHALL BE ON WHITE BACKGROUND.
 7. ALL-ROUND BLACK BORDER 4MM.
 8. PROFESSIONAL TITLES TO BE 10MM ABOVE LINE.
 9. LINE THICKNESS TO BE 8MM.
 10. SPACE BETWEEN BOTTOM OF LINE AND THE BOTTOM OF THE LETTERING BELOW THE LINE IS TO BE 10MM.
 11. PROFESSIONAL LOGOS TO BE CENTRALLY PLACED IN THE SPACE PROVIDED.
- HELVETICA MEDIUM 50mm
UPPER CASE ONLY
TO BE USED FOR PROFESSIONAL TITLES
- HELVETICA MEDIUM 75mm
UPPER & LOWER CASE
TO BE USED FOR CONSULTANTS & FIRMS
- HELVETICA MEDIUM 100mm
UPPER & LOWER CASE
TO BE USED FOR PROJECT NAME & DESCRIPTION



PROJECT NAME	: VARIOUS PROJECTS
T	: ELUNDINI LOCAL MUNICIPALITY
PROJECT ENGINEERS	: TIBAA CONSULTING ENGINEERS & PROJECT MANAGERS
SIGNING NAME	: TYPICAL NAMEBOARD DETAIL
N	: S. SIFO