



045 932 8196



1, Seller Street, Maclear, 5480



086 216 8784



bongiwe@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 **17 October 2017**. For **queries** please email to at bongiwe@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Ms A.F.Mbeshu-Community services Tel: 045 932 8131

For Supply Chain Queries: Ms.B.Mbizweni –SCM Tel: 045 932 8198

SUPPLY AND DELIVERY OF FURNITURE- ELM-4/008/2017-2018

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

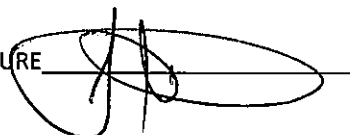
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Valid Tax Clearance Certificate OR Tax Compliance status documents with PIN from SARS.
- Proof of registration with Web Central Supplier Database (A bidder 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 6.2, 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 state¹

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Elundini Local Municipality Supply Chain Management Policy 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)
- 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 11/05/2012

SUPPLY AND DELIVERY OF FURNITURE SPECIFICATIONS

DESCRIPTION	QUANTITY
- Boardroom table: <ul style="list-style-type: none"> • H002 modular boardroom table • Extention table size 2400W x 600D x 800H 1200W x 600D 800H • Corner table size 800W x 800D x 800H • Soo7 Server • Size: 1860W x 515D x 800H • DB062 chairs (x10) 	1
-(Office 1) <ul style="list-style-type: none"> • Executive desk • Desk size: 3300L X 1200W x 800H • Credenza size: 1400L x 750W x 800H • S002 Two glass doors and solid doors wall unit • DB019 chair (x1) 	1
-(Office 2)	1

<ul style="list-style-type: none"> • B009 Executive desk Size: 3300L x 1200W x 800H • Credenza size 1200L x 810W x 800H • S022 roller door system cabinet with three shelves • Size: 1150W x 560D x 1500H • S1008 Four drawer filing cabinet • Size: 550W x 570D x 1450H • DB019 chair (x1) 	
<p>-(Office 3)</p> <ul style="list-style-type: none"> • B023 Executive desk • Desk size: 1800L x 900W x 800H • Credenza size: 1200L x 510W x 800H • S002 Two glass and one solid door • S007 Server • Size: 1860W x 515D x 800H • DB050 chair (x1) • DB021 chairs (x3) • B006 Executive desk • Desk size 2500L x 1500W x 800H • Credenza size 1050L x 550 W x 800H 	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 Sella Street,
 Maclear
 5480