

**Physical Address:** No. 01 Seller Street | Nqanqarhu | 5480

**Postal Address:** P.O. Box 1 | Nqanqarhu | 5480

**Tel:** 045 9328100 | **Fax:** 045 9321094 | **Facebook:** @Elundini Local Municipality | **Twitter:** @ElundiniLM | **YouTube Channel:** @Elundini Local Municipality | **Instagram:** @elundini\_lm

Dear Sir / Madam

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply, removal and installation of carpet tiles as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business in a sealed envelope indicating the name of bid must be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **23 September 2022**. For **queries** please email to [scm@elundini.gov.za](mailto:scm@elundini.gov.za) or faxed to 086 216 8784

**For Technical Queries: Mr S.Mveku**

**Tel: 045 932 8260**

**For Supply Chain Queries: Ms B.Mbizweni**

**Tel: 045 932 8174**

### **SUPPLY, REMOVAL AND INSTALLATION OF CARPET TILES: ELM-2/006/2022-2023**

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 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;
- 5) 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 interestWhich may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 6) 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.
- 7) the price(s) quoted are valid for at least ninety (90) days from date of your offer.
- 8) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 9) 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.


#### 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) Latest municipal account statement or lease agreement or affidavit from the South African Police Services and a letter from ward councillor.
- 5) Tax Compliance status documents with PIN from SARS must be attached

## 1. SUPPLY, REMOVAL AND INSTALLTION OF CARPET TILES

**NB. Bidders must take note that there will be a compulsory briefing session on the 15 September 2022 at 11:00 am-12:00 noon at Elundini Maclear Main office.**

**Service providers may be requested samples when necessary.** (The municipality, however shall not be liable for any expenses incurred as a result of this provision thereof, the bidder shall make its necessary arrangements and payments incurred or whatsoever.)

Tile Description	Instructions
Berber point 650 carpet tile 500mm X 500mm Colour: Rock Thickness= 6.5 mm 	<ol style="list-style-type: none"> <li>1. Tiles to be laid in alternating horizontal and vertical sequence pattern.</li> <li>2. Remove and Refit current skirtings.</li> <li>3. Tiles to be laid with adhesive glue.</li> <li>4. Clearing of furniture for the installation of carpet tiles.</li> <li>5. Remove and replace existing carpet tiles.</li> </ol>

No	Office Measurements	Qty	Amount
1	PA to Corporate Services Director 3840mm x 3140mm	1	
2	Supervisor_Waste_&Parks 4600mm x 370mm	1	
3	Waste &Parks manager 3900mm x 3440mm	1	
4.	Community Services Director 4800mm x 2960mm	1	
5.	HR Managers office 3450mm x 3450mm	1	
6.	PA to CFO Reception 5800mm x 3000mm	1	
7.	CFO' Office 5800mm x 3500mm	1	

<b>Total</b>	
Add: Contigencies @ 5%	
<b>SubTotal</b>	
VAT @ 15%	
<b>GRAND TOTAL</b>	

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](http://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 recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://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 1: Invitation to bid

MBD 4: Declaration of Interest form

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

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

MBD 9: Certificate of Independent Bid Determination

Elundini Municipality Supplier Declaration form (which is downloadable on the municipal website)

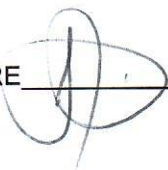
[www.elundini.org.za](http://www.elundini.org.za)

**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 90 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 tax compliance shall apply.
- 12) Bidders must be allowed to submit bids by hand or by courier on condition that the responsibility of depositing the tender, bid or proposal lies squarely with the bidder not the Municipality

SIGNATURE \_\_\_\_\_



DATE \_\_\_\_\_

07/09/2022

## EVALUATION CRITERIA

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

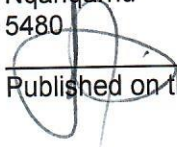
Price	-	80 points
B-BEE status level of Contribution	-	20 points

### 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,  
Nqangarhu  
5480

  
Published on the 08 September 2022

**ELUNDINI LOCAL MUNICIPALITY**  
**INTERNAL MEMO**  
**(BUDGET AND TREASURY OFFICE)**

**TO : ACTING CHIEF FINANCIAL OFFICER**  
**CC : MANAGER - ASSETS**  
**FROM : HANDYMAN**  
**SUBJECT : PROCUREMENT OF CARPET TILES**  
**DATE : 15 AUGUST 2021**

This serves to request for approval to source quotes for the supply, removal and installation of carpet tiles to the following offices.

Tile Description	Office measurements	Instructions
Berber point 560 carpet tile 500mm X 500mm	<ol style="list-style-type: none"><li>1. Corporate services 3450mm x 3450mm</li><li>2. Comm serv supervisor office – 4600mm x 370mm</li><li>3. Community services manager 3900 x 3440</li><li>4. Community services director 4800mm x 2960mm</li><li>5. HR Managers office 3450mm x 3450mm</li><li>6. PA to CFO Reception 5800mm x 3000mm</li><li>7. CFO' Office 5800mm x 3500mm</li></ol>	<ol style="list-style-type: none"><li>1. Tiles to be laid in alternating horizontal and vertical sequence pattern.</li><li>2. Remove and Refit current skirtings.</li><li>3. Tiles to be laid with adhesive glue.</li><li>4. Clearing of furniture for the installation of carpet tiles.</li></ol>

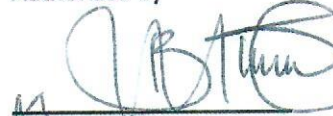
Requested By,

  
**M. QHUTYELO**  
**HANDYMAN**

Supported by,

  
**S. Mveku**  
**Manager - Assets**

Authorized by

  
**F. Mbaliswana**  
**Acting Chief Financial Officer**



\*RFG001971\*



# ELUNDINI LOCAL MUNICIPALITY

## REQUEST FOR GOODS

<b>REQUEST NO.</b>		001971					
<b>COMMODITY.</b>		0053 BUILDING MAINTENANCE					
<b>REQUESTED BY</b>		THEMBELA NGESI					
<b>DATE</b>		18/08/2022					
SEQ	PART NO	SEGMENT DESCRIPTION	QTY	EST COST	VAT	EST TOTAL	
01	NONSTOCK NONSTOCK	<b>Function:</b> Function:Finance and Administration:Core Function:Finance:Budget and Treasury <b>Item:</b> Contractors:Maintenance of Buildings and Facilities <b>Project:</b> Operational:Maintenance:Non-infrastructure:Preventative Maintenance:Condition Based:Other Assets:Operational Buildings:Municipal Offices:Buildings:Contractors:Maintenance of Buildings and Facilities <b>Costing:</b> Costing:Default <b>Funding:</b> Fund:Capital:Transfer from Operational Revenue <b>Regional:</b> Regional:Regional Identifier:Local Government by Province:Eastern Cape:District Municipalities:DC14 Joe Gqabi:Municipalities:EC141 Elundini:Administrative or Head Office (Including Satellite Offices) <b>Seg Desc:</b> Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities <b>Sub Acc:</b>	1	63652.17	9547.82	73199.99	

**DESCRIPTION:** SUPPLY, REMOVE AND INSTALLATION OF CARPET TILES IN ELM OFFICES. THE SPEC IS ALREADY ATTACHED

**Budget :** 6999996.00  
**Spent :** 110419.06  
**Pending :** 149511.67  
**Available :** 6740065.27

**EST TOTAL** 73,199.99

Name of the budget Officer (confirmation if funds are available)

*Ziso Joba*

Signature of the Head of Department/Manager

*B. Dladlo*

Signature

Signature

*18 Aug 2022*  
Date

Date

I consent that if the delivered goods are not in accordance with the specification, such goods shall be returned to SCM within three days after receipt of goods.