

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 and delivery of diesel 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 **04 September 2023**. For queries please email to scm@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Ms Y.Mbityana

Tel: 045 932 8224

For Supply Chain Queries: Ms B.Mbizweni

Tel: 045 932 8174

SUPPLY AND DELIVERY OF DESIEL TO NQANQARU: ELM-3/009/2023-2024

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 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.
- 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

SPECIFICATION

Specification for the Supply and Delivery of 8000 litres of Diesel at Elundini Local Municipality Offices Nqanqarhu (IP&D Department Fuel Tanks)

1. Potential supplier must be able to deliver diesel to the municipality in Nqanqarhu (Maclear)
2. The municipality has 4 x 2000lt Diesel tanks which 3 are located in a suitable area to enable a tanker to fill the tanks.
3. Diesel required is premium diesel, 50ppm
4. Potential supplier must be able to supply diesel on a 14-day account basis.
5. Prices tendered for the diesel must be based on the Department of Mineral and Energy prices which changes on the first Wednesday of the month at 12H00 am. Every region has a zone price and a zone number which is the landed price for the distributor For example the zone number for, Nqanqarhu (Maclear) is 8A. We are expecting potential suppliers to tender as per the following example:-

Zone Price (for 50ppm Diesel) = Landed Price + (Transport + Handling + Profit) =

Total Cost (14 day account)

Example:-

Zone 8A (for 50ppm Diesel) = R23.30 (for 50ppm in March 2023) + 90c/Lt = R24.20

Inclusive of VAT

6) Proof of residence with CSD report

3. Returnable schedules required for tender evaluation processes

MBD 1: Invitation to bid

MBD 6.1 Preferential Procurement Framework as per 2022 regulations

MBD 4: Declaration of Interest form

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)

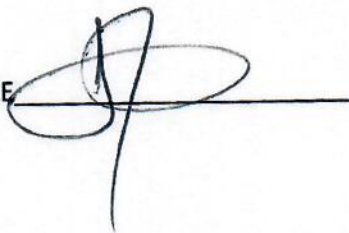
www.elundini.org.za

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) Bid will be evaluated based on 80/20, 80 for price and 20 points for EME or QSE which is at least 51% black owned.
- 13) 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

25/08/2023

EVALUATION CRITERIA

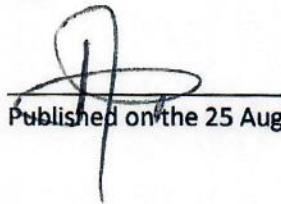
The 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

- Price** - 80 points
Specific goals - 20 points

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Proof to claim points
Tender Price	80		
An EME or QSE is at least 51% who are Youth-Enterprise 18-35	3 Points		<ul style="list-style-type: none">• Company Registration document• Certified ID copy
An EME or QSE is at least 51% who are women-Equity ownership	2 Points		<ul style="list-style-type: none">• Company Registration document• Certified ID copy
An EME or QSE is at least 51% who are disability-Equity ownership	2 Points		<ul style="list-style-type: none">• Medical report
An EME or QSE is at least 51% who are Local Business (ELM)	10 Points		<ul style="list-style-type: none">• Proof of residence along with CSD report
An EME or QSE is at least 51% who are Black	3 Points		<ul style="list-style-type: none">• Company Registration document• Certified B- BBEE certificate or Sworn Affidavit
Sub-Total (Specific Goals)	20 Points		

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Nqanqarhu
5480



Published on the 25 August 2023