

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for Advert for Hiring of Service Provider for Tourism Indaba 2024 and Provision of Promotional Material 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 Nqanqarhu, Finance Department, Cashier Reception area before 12h00 on the **25 March 2024**. For **queries** please email to scm@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Ms S. Marada

Tel: 045 932 8162

For Supply Chain Queries: Ms Y Mpetha

Tel: 045 932 8263

HIRING OF SERVICE PROVIDER FOR TOURISM INDABA 2024 AND PROVISION OF PROMOTIONAL MATERIAL: ELM-6/008/2023-2024

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) letter of signatory.

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

- 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

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 (2022)

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.gov.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 consents 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.
- 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.
- 13) Bid will be evaluated based on 80/20, 80 for price and 20 points for EME or QSE which is at least 51% owned by black People. Proof to claim points for specific goals: (Proof: Company Registration Document and Certified BBBEE Certificate or Original Sworn Affidavit)
- 14) Should the bidders not submit proof to claim specific goals no points will be allocated.

T.V.

SIGNATURE DATE 14-03-2023**SPECIFICATION**

The service provider is requested to provide the following:

Item no	Item Description	Quantity	Unit Price	Total Price
Book 9m² x 9sqm (Executive Package – Corner)				
1.	Roller Carpet- 3m ² x 3m ²	1		
2.	Material walling: white 3m ² x 3m ²	1		
4.	Electrics: 2 x Spotlights & 1 Plug point	3		
5.	Café furniture: plus, brochure rack and a waste bin	1		
6.	Stand graphics included (reusable)	1		
7.	2G USBs	100		
8.	Six Branded shirts (Different Colours)	06		
9.	Tickets	05		
10.	 2 Branded X Frame Banner 1600mm x 600mm	02		
			Subtotal	
			Vat (15%)	
			Total	

NB: This includes the cost of the floor space which needs to be ordered.

SPECIFIC GOAL:

- EME or QSE which is at least 51% owned by black People. Proof to claim points for specific goals, (Proof: Company Registration Document and Certified BBBEE Certified or Original Sworn Affidavit).

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)	Proof to claim points
Tender Price	80 Points	
EME or QSE which is at least 51% owned by black People	20 Points	Company Registration Document and Certified BBBEE Certified or Original Sworn Affidavit
Sub-Total (Specific Goals)	20 Points	

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

DELIVERY ADDRESS:

Elundini Local Municipality

No.1 Seller Street,

Nqanqarhu

5480


Published on the 14 March 2024