



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

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Social Media | Facebook: @Elundini Local Municipality | X: @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 supply and delivery of stationery for corporate services department 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 Nqanqarhu, Finance Department, Cashier Reception area before 12h00 on the **6 September 2024**. For queries please email to scm@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Ms. X. Baruza

Tel: 045 932 8181

For Supply Chain Queries: Ms. N. Thuli

Tel: 045 932 8134

SUPPLY AND DELIVERY OF STATIONERY FOR CORPORATE SERVICE DEPARTMENT

– ELM-4/002/2024-2025

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) letter of signatory.

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

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320
All correspondence must be addressed to the Municipal Manager



- 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

3. Returnable schedules required for tender evaluation processes

MBD 1: Invitation to bid

MBD 4: Declaration of Interest form

MBD 6.1 Preferential Procurement Policy Regulations PPR2022

MBD 7.1 Purchase of goods/works

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)

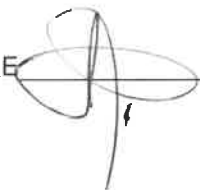
www.elundini.gov.za

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 . Proof to claim points for specific goals see table for specific goal
- 14) Should the bidder not submit proof to claim specific goals no points will be allocated.

SIGNATURE _____



DATE _____

28/08/2024

SPECIFICATION

Description	Quanty	Unit Price	Total Price -Incl Vat
1. White A4 printing papers	60 boxes		
2. Pink A4 printing papers	10 boxes		
3. White cartridge papers A4	2 boxes		
4. Arch liver files 25 per box	8 boxes		
5. Accessible files 20 per box	10 boxes		
6. A4 Hard cover 2 Quire Quad	20 books		
7. Bantex Portable suspension file box A4 with five suspension files	60 boxes		
8. File dividers (numbes 1-12)	2 Boxes		
9. AA Batteries + AAA Batteries	2 boxes - each		
10. Black fine point pen	3 boxes		
11. Stapler 26/6	10		
12. Punchers (30pg)	10		
13. Thumb tacks (no as 22-01)	2 boxes		
14. Clipboards A4	20		
15. Staples 26/6 Box of 5000	2 boxes		
16. Desk paper tray 3 steps (aluminum)	X 5		
17. Scissors	X10		
18. Paper clips (50mm) 100 in pack	2 boxes		
19. Magnetic White board(150cm)	X4		
20. File Fasteners (80mm)	5x boxes		
21. A4 Envelopes (brown)	2 boxes		
22. Whiteboard magnetic with lines (100 cm)	X4		
23. Sign here stickers	4 boxes		
24. Bostic Prestik 50g	1 box		
25. Office Stamp : ELUNDINI LOCAL MUNICIPALITY HUMAN RESOURCES DEPARTMENT DATE- MONTH- YEAR	X 2		
RECEIVED.....			
		Sub- Total	
		VAT	
		Total	

Company Stamp

Signature

SPECIFIC GOAL

Specific goals for the tender and points claimed are indicated as per the table below.

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)	Means of verification
Tender Price – 80	Criteria	Points – 20	
An EME or QSE which at least 51% owned by black owned by Local (Local businesses within the Elundini Geographic Area	15		Proof of residence along with CSD report
An EME or QSE which at least 51% owned by black owned by Local (Local businesses within Joe Gqabi region	5		
Sub-Total (Specific Goals)	20	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

Specific goals

80 points

20 points

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Nqanqarhu
5480

Published on the 28 August 2024

