ELUNDINI
LOCAL MUNICIPALITY
IKAMVA ELIQAQAMBILEYO

Physical Address: No. 01 Seller Street I Nqanqarhu I 5480
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Social Media I Facebook: @Elundini Local Municipality I **X**: @ ElundiniLM
YouTube Channel: @Elundini Local Municipality I **Instagram**: @elundini_lm

Dear Sir/Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish us with a written quotation for **Supply and Delivery of 200 Pole box, kiosk Padlocks** 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 **16 November 2026.** For **queries,** please email to scm@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Ms T Mgijima **Tel: 045 932 8133**

For Supply Chain Queries: Ms Y. Mpetha **Tel: 045 932 8134**

SUPPLY AND DELIVERY OF 200 POLE BOX, KIOSK PADLOCKS - ELM-3/017/2026-2027

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 the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2022.
   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

3. **Returnable schedules required for tender evaluation processes**

MBD 1: Invitation to bid
MBD 4: Declaration of Interest form
MBD 6.1 Preferencial Procurement Policy framework in terms of PPPR 2022 Regulation
MBD 6.2 Declaration certificate for local production and content with annexure C
MBD 7.1 Purchase of goods and services
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) Local Municipalitys Supply Chain Management Policy and the 80/20 preferencial procurement points system for acquisition of goods and services with Rand value equal to or below R50 million will be applied.

14) No services or goods may be rendered/ supplied until an official purchase order has been issued
15) Contract shall be automatically cancelled where conflict of interest was not disclosed
16) Only locally produced goods or locally manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered.
17) The bid will be evaluated based on minimum threshold for local production and content, only locally produced goods/products with a 100% Steel) stipulated minimum threshold will be considered.
18) Stage one (1) of evaluation process will be in terms of minimum threshold for local production and content required in accordance with the SABS approved standard SANS 1286:2017
19) The local content (LC) expressed as a percentage of the bid price will be calculated in accordance with the following formula:

$$LC = (1 - x/y)*100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Stage 1 of Evaluation: Test for responsiveness of goods and services are as follows:
Objective Criteria of the following Bids:

Bid no.	Objective Criteria	Evidence
ELM-3/017/2026-2027	all bids will be evaluated on Local production content threshold for Steel products is 100%	Completed MBD 6.2 and Annexure C

Bidders with non-compliant with the above Objective Criteria will be disqualified and not be considered for further evaluation.

For exemption requests on designated products and the minimum threshold for local content cannot be met for various reasons, bidders must apply for exemption per tender from dti. After checking with the industry, the dti will decide whether to grant an exemption or not.

Process when requesting exemption letters

For exemption requests on designated products and the minimum threshold for local content cannot be met for various reasons, bidders must apply for exemption per tender. After checking with the industry, the dti will decide whether to grant an exemption or not.

In the official request (signed letter), the following information should be included:

- Procuring entity/government department/state owned company.
- Tender/bid number.
- Closing date.
- Item(s) for which the exemption is being requested for.
- Description of the goods, services or works for which the requested exemption item will be used for and the local content that can be met.
- Reason(s) for the request.
- Supporting letters from local manufacturers and suppliers.

NB - Exemption letters are tender specific and applications are not transferrable.

The turnaround time in response to emption letters for all designated products is five working days with the exception of rail and boats/vessels which is seven working days.

Request for exemption letters are to be directed to:
Dr Tebogo Makube Chief Director:
Industrial Procurement
Tel: 012 394 3927
E-mail: tmakube@thedti.gov.za.

The turnaround time in response to textile, clothing, leather and footwear exemption letters request is two working days and requests are to be directed to:

Patricia Khumalo
Tel: 012 394 1390
E-mail: khumaloP@thedti.gov.za

SIGNATURE_____ DATE 05/05/2026

SPECIFICATION

DESCRIPTION	QUANTITY	Unit price	Total VAT inclusive
Padlock - Made of durable brass material for long-lasting use. - Features a 5-pin cylinder for enhanced security. - Compact size at 30mm. - Ideal for securing lockers, pole box, kiosk, and toolboxes. 	200		

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**		
EME or QSE which is at least 51% owned by black people	20 Points		• 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

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