



REQUEST FOR FORMAL WRITTEN QUOTATION

DATE: 29 OCTOBER 2018

TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES	Mr. M Zungu -071 919 5852
ADMINISTRATIVE ENQUIRIES	Ms. Z Myeni – 032 551 8752
REFERENCE	CS/011059/2018
CLOSING DATE & TIME	05 NOVEMBER 2018---12h00

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS BY 05 NOVEMBER 2018 – 12H00

Kindly submit (on your company letterhead); a written price quotation for the following:-

ITEM NO.	QUANTITY	DESCRIPTION
01	270*48	SUPPLY 2PLY TOILET PAPER 350 SHEETS VIRGIN PAPER PACKED PER PACK 48UNITS SABS APPROVED

All bidders must PLEASE ensure that they have a clear knowledge of what they are quoting for.

Completed quotations must be submitted in a sealed envelope clearly marked with the company name and address, the correct REFERENCE Number must be written on the outside of the envelope containing the quotation. All quotations must be deposited into the **Quotations Box** situated at the **Reception Area, Technical Services Building, 12 Haysom Road, KWA-DUKUZA** by no later than the closing date and time where they will be opened in public. No faxed or e-mailed quotations will be accepted.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT, vendors not registered for VAT with SARS will be treated as Non Vat vendors.
- Price(s) quoted must include delivery costs and a firm delivery period must be indicated
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, 2017 Pertaining to Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4 & MBD 6.1 (**also available on www.ilembe.gov.za**) must be scrutinized, completed and submitted together with your quotation.
- Bidders are requested to complete MBD 6.2 and Annexure C for all items that are subject to the Local Production and Content for designated sectors (e.g. Valve Products and Actuators) as guided by National Treasury and DTI.
- First preference will be given to entities that are at least 51% owned by black people residing within Ilembe District Municipality who are **Youth, Women, Disabled and Military Veterans** from the townships, rural and underdeveloped areas.
- In order to give effect to the Municipality's radical socio-economic objectives whilst also ensuring value for money and cost effectiveness, the municipality may negotiate the final prices to ensure that they are market-related.
- Suppliers submitting quotation should be registered with Central Suppliers Database (CSD), CSD number must be submitted. If supplier is not registered they cannot be considered for evaluation. If supplier wants to be registered with CSD they must go to www.csd.gov.za and get themselves registered.
- The successful provider will be the one scoring the highest points.
- The tax clearance information (including unique PIN) submitted by the prospective bidders will be verified and all bidders whose tax matters are not in order upon verification will be disqualified from the bid
- Certified copy of BBBEE Certificated or Sworn Affidavit must be supplied together with quotation.

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions will invalidate your offer. ILembe District Municipality does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid.

NG KUMALO

ACTING MUNICIPAL MANAGER
