



## REQUEST FOR FORMAL WRITTEN QUOTATION

**CLOSING DATE: 12 OCTOBER 2022 @12h00**

<b>TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES</b>	Thabisile Mkhize —032 551 8746 Thabisile.mkhize@ilembe.gov.za
<b>ADMINISTRATIVE ENQUIRIES</b>	MS NP Gumede-032 551 8751 — Nomusa.gumede@ilembe.gov.za
<b>REFERENCE</b>	TS/19729/2022
<b>DATE OF ISSUE</b>	05 OCTOBER 2022

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

ITEM NO.	QUANTITY	DESCRIPTION
1.	200	SUPPLY AND DELIVERY OF BRANDED OVERTIME BOOKS  TriPLICATE (GREEN, YELLOW & WHITE) A4 BOUNDED ON THE SIDE WITH BROWN COVER AS PER ATTACHED SAMPLE.
2.	200	SUPPLY AND DELIVERY OF BRANDED JOB CARD BOOKS:  TriPLICATE (GREEN, YELLOW & WHITE) A4 BOUNDED ON THE SIDE WITH BROWN COVER AS PER ATTACHED SAMPLE.

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

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. 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 late submission will be accepted.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of offer.
- Price(s) quoted must be firm and 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 [wmy.ilembe.gov.za](http://wmy.ilembe.gov.za)) must be scrutinized, completed and submitted together with your quotation.
- Notwithstanding the need to advance socio-economic transformation objectives, the Municipality reserves the right to ensure value for money and cost effectiveness by conducting negotiations of the final prices so 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](http://www.csd.gov.za) and get themselves registered.
- The tax clearance information (including unique SARS PIN) submitted by the prospective bidders will be verified and all bidders whose tax matters are not in order upon verification will be notified and given 7 working days to resolve their matters with SARS.
- 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 state'**

**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.**

**C.MBOLA**

**ACTING MUNICIPAL MANAGER**



**ILEMBE DISTRICT MUNICIPALITY**



№ 2601

DOC NO:

<b>JOB CARD</b>	<b>DATE</b>	<b>TIME</b>	<b>COMPLAINT RECEIVED BY</b>
<b>LOCATION (ADDRESS AND TELEPHONE NUMBER)</b>		<b>VOTE NUMBER</b>	<b>JOB NUMBER</b>

<b>JOB REQUEST</b>	<b>TO DEPARTMENT</b>	<b>ALLOCATED TO</b>	<b>BREAKDOWN</b>	
			<b>MAINTENANCE SCHEDULE</b>	
			<b>OTHER MAINTENANCE</b>	
<b>PLEASE DO THE FOLLOWING:</b>			<b>REVENUE</b>	
			<b>CAPITAL</b>	
			<b>ESTIMATED TIME</b>	

<b>CONSUMERS COMPLAINT</b>	<b>TO BE CHARGED</b>		<b>NAME AND ADDRESS OF LIABLE PARTY</b>	<b>SIGNATURE</b>
	<b>YES</b>	<b>NO</b>		
<b>WE ACCEPT LEGAL LIABILITY FOR COSTS SHOULD THE FAILURE ON MY/OUR SIDE</b>				