



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

Postal Address: P.O. Box 1 | Nqanqarhu | 5480

Tel: 045 9328100 | Fax: 045 9321094

Social Media | Facebook: @Elundini Local Municipality | X: @ElundiniLM  
| YouTube Channel: @Elundini Local Municipality | Instagram: @elundini\_lm

## ELUNDINI LOCAL MUNICIPALITY

### TENDER NOTICE AND INVITATION TO TENDER

The Elundini Local Municipality is Requesting for Proposals on the following goods and services:

PROJECT NAME	Contract Number	Closing Date	Technical Enquires contacts
Provision of Disposal of Sanitary Bins for a period of three (3) years	ELM-4/019/2023-2024	Wednesday, 10 January 2024	Ms V Sibhoma Tel. 045 932 8242 E-mail: <a href="mailto:vinyolwechus@elundini.gov.za">vinyolwechus@elundini.gov.za</a>
Supply and Delivery of Stationery for the period of three years	ELM-2/015/2023-2024	Wednesday, 10 January 2024	Ms H Mdusulwana Tel. 045 932 8125 E-mail: <a href="mailto:hmduslwana@elundini.gov.za">hmduslwana@elundini.gov.za</a>

Bids contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and 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.

#### Stage 1 of Evaluation: Functionality

ELM-4/019/2023-2024		ELM-2/015/2023-2024	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Company Experience	20	Company Experience	40
Team Expertise	70	Delivery	10
Methodology	10		
<b>Total Points</b>	<b>100</b>	<b>Total Points</b>	<b>50</b>

A minimum score of 70% out of 100 points must be scored in order to proceed to the Financial Evaluation of all the above bids.

The scope of work, specification and detailed functionality and bid conditions will be updated on ELM website [www.elundini.gov.za](http://www.elundini.gov.za) and will be also attached in the tender document.

Specific Goals for both this bid are as follows:

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

The specific Goals allocated Points: ELM-4/019/2023-2024	The specific Goals allocated Points: ELM-2/015/2023-2024	Proof to Claim Points
EME or QSE which is at least 51 % owned by Black people = 12 Points	EME or QSE which is at least 51 % owned by Black people = 10 Points	Company registration document, valid certificate B-BBEE certificate or original sworn affidavit and CSD report
EME or QSE which is at least 51 % owned by Youth 18-35 = 02 Points	EME or QSE which is at least 51 % owned by Youth 18-35 = 05 Points	Company Registration Document and Certified ID Copy and CSD Report

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](mailto:elundini@tip-offs.com) | Freepost: KZN138 Umhlanga Rocks 4320  
All correspondence must be addressed to the Municipal Manager



EME or QSE which is at least 51 % owned by black who are women = 6 Points	EME or QSE which is at least 51 % owned by black who are women = 02 Points	Company Registration Document and Certified ID Copy and CSD Report
	EME or QSE which is at least 51 % owned Local Business = 03 Points	Proof of Residence and CSD Report
Total Specific Goals =20 Points	Total Specific Goals =20 Points	

#### PURCHASING AND SUBMISSION OF TENDER DOCUMENTS.

Tender documents may be obtained from the Elundini Local Municipality SCM Unit or emailed to a bidder upon payment of a non-refundable amount of R250 (two hundred and fifty Rand). Payment for tender document can be made either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality (Where EFT is used proof of payment must be sent to [kwandiles@elundini.gov.za](mailto:kwandiles@elundini.gov.za)). The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit.

NB: For EFT payment bidders must pay using this account: First National Bank (FNB) cheque account No: 62159933772, Ref No. 020114350000.

ELM Cashier's office is situated at Elundini Traffic Department, ERF 3503 Station Street, Nqanqarhu, 5480. The tender documents will be available on Monday, 20 November 2023

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with Project Name and Bid Number. At the back of the envelope bidders must write the bidder's name and address. Bid submissions must be delivered to the Elundini Local Municipality, at No. 1 Sella Street, Nqanqarhu, Finance Department. The tender document must be placed in the Tender Box not later than 12H00 Noon on Monday, 06 November 2023 at which time the tenders will be opened in public.

Bidders are encouraged to make electronic copies of the bid submission in a form of USB / CD as a precautionary backup. Enquiries relating to SCM may be addressed to Ms. H Mdusulwana, Tel No. 045 932 8125 or email: [hlabikazi@elundini.gov.za](mailto:hlabikazi@elundini.gov.za). Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender data and tender documents

The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data. The Elundini Local Municipality SCM policy applies. Tender validity period is 12 Weeks

Tenderers must request clarification on the tender documents, if necessary, by notifying the employer at least 5 (Five) working days before the closing time stated in the tender data. No clarifications that will require issue of an addendum will be entertained after this period

FOR COMPLAINTS, FRAUD & TENDER: Call 080 0117 844

  
JACK MDANI  
MUNICIPAL MANAGER

## INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ELUNDINI LOCAL MUNICIPALITY MUNICIPALITY</b>					
<b>BID NUMBER:</b>		<b>CLOSING DATE:</b>		<b>CLOSING TIME:</b>	<b>12:00</b>
<b>DESCRIPTION</b>					
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN SERVICE LEVEL AGREEMENT</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
<b>ELUNDINI LOCAL MUNICIPALITY</b>					
<b>SUPPLY CHAIN MANAGEMENT UNIT</b>					
<b>NO 1 SELLAR SREET</b>					
<b>MACLEAR</b>					
<b>5480</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	FINANCIAL SERVICES		DEPARTMENT	INFRASTRUCTURE PLANNING & DEVELOPMENT	
CONTACT PERSON	HLUBIKAZI MDUZULWANA		CONTACT PERSON	YANELISWA MBITYANA	
TELEPHONE NUMBER	(045) 932 8125		TELEPHONE NUMBER	(045) 932 8224	
E-MAIL ADDRESS	<a href="mailto:hlubikazi@elundini.gov.za">hlubikazi@elundini.gov.za</a>		<a href="mailto:yaneliswa@elundini.gov.za">yaneliswa@elundini.gov.za</a>		



E-MAIL ADDRESS	hlubikazi@elundini.gov.za	E-MAIL ADDRESS	thulin@elundini.gov.za
<b>MBD 1</b>			<b>PART B</b>

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>										
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. THE BID BOX IS ONLY OPEN BETWEEN 08H00 TO 16H30, MONDAYS TO FRIDAYS EXCLUDING PUBLIC HOLIDAYS.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>										
<b>2. TAX COMPLIANCE REQUIREMENTS</b>										
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>										
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>										
<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 20%; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

**SIGNATURE OF BIDDER:**.....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....

**DATE:** .....

## **BID CONDITIONS AND INFORMATION**

### **1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.**

### **2. Agreement**

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

### **3. Completion of Bid Documents**

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

### **4. Alteration or Qualification of Bid**

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

### **5. Signatory**



- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

#### **6. Submission of Bid**

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality **by not later than 12h00 on Wednesday, 10 January 2024.**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- (c) Clearly mark the back of the envelope with your bidder's name and address.
- (d) A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)

#### **7. Opening, Recording and Publications of Bids Received.**

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

#### **8. Tax Clearance Certificate , Tax Matters and VAT**

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

#### **9. Evaluation of Bids**

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

#### **10. Acceptance or Rejection of a Bids**

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

#### **11. Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online ([www.csd.gov.za](http://www.csd.gov.za)) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

#### **12. BBBEE Certificate**

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE

Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php)) or original or certified completed AFFIDAVIT downloaded from [www.thedti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp)

#### **13. Tender offers will only be accepted if:-**

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation.
- b) 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;
- c) 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.

#### **14. Requirements for the Joint Venture**

- a) J V agreement,
- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

#### **15. Site / Information Meetings**

None

#### **16. Procurement Policy**



- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, pertaining to the Preferential Procurement Policy Framework Act, 2022.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: [www.elundini.gov.za](http://www.elundini.gov.za)

#### **18. Expenses Incurred in Preparation of Bid**

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

#### **19. Wrong Information Furnished**

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

#### **20. Validity Period**

Bids shall remain valid for **90 days** after the bid closure date.

#### **21. General and Special Conditions of Contract**

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

#### **22. Municipal Rates, Taxes and Charges**

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document

#### **23. Contact with Municipality after Bid Closure Date**

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

#### **24. Vetting Of The Supplier/Due diligence**

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.



## **SCOPE OF SERVICES**

Elundini Local Municipality is inviting a panel of three (3) qualified and experienced service providers to supply and deliver Stationery to the Elundini Municipality, in its sole discretion and upon quotations received, will issue an order for stationery to such Service Provider(s).

The appointment will be without any guarantee on the quantum of work for the period of three (3) years

## **SPECIAL CONDITIONS OF THE CONTRACT**

- a) Transport and delivery charges must be included in the quotation price.
- b) If the Service Provider is a VAT vendor, VAT has to be included in the price.
- c) Quantities will be determined as required.
- d) The Service Providers are requested to keep the items in stock.
- e) If the items supplied are found to be substandard quality, the same will be returned and Elundini Municipality will not be responsible for any loss to the concerned Service Provider for such supply.
- f) Delivery must be done within 3 (three) working days after issuing of an order.
- g) Due to the volatility of the exchange rate, the successful tenderers will be used on a rotational basis.
- h) The due diligence will be conducted as per the bidder's contactable references and the bidders will be disqualified if there is no response for their past experience.
- i) Bidders must indicate the Annual Escalation Rate

## **DETAILED SPECIFICATIONS AND SCHEDULE OF QUANTITIES**



Item No		Year 1 Unit Price		Year 2 Unit Price		Year 3 Unit Price	
		Incl. Vat R	C	Incl. Vat R	C	Incl. Vat R	C
1.	USB 16GB						
2.	Sticky notes						
3.	Repositionable polyprop flags (sign here) 48mm x 20mm						
4.	Ball Point Pen- Black Box of 50						
5.	Gel retractable Pen black box of 12						
6.	Boxes of lid pencils						
7.	Metal Sharpeners						
8.	3 tier Letter desk Tray wire mesh						
9.	4 Drawer plastic organizer						
10.	White board non-permanent/permanent markers ( assorted )						
11.	Suspension file boxes (foolscap ) assorted						
12.	White board cleaners Cloths						
13.	Local Government Library						
14.	Plastic Clipboard file/foldable						
15.	Desk Holder Organizer - Set						
16.	Desktop Organizer Pen Holder						
17.	Message papers/post itself adhesive notes						
18.	A4 archive boxes						
19.	Arch liver files ( A4- 350mm x 280mm)						
20.	Rulers 30cm						
21.	Paper clips (50mm)						
22.	Paper clips (33 mm)						
23.	PVC Eraser/Rubber ( Box of 20 size: 65 x 23 x						











## **FUNCTIONALITY**

**FUNCTIONALITY**

FUNCTIONALITY CRITERIA	POINTS	TOTAL POINTS
<b>EXPERIENCE</b>		
Bidder must have an experience in Supply and Delivery of furniture and must provide proof in a form of at least 4 reference letters with appointment letters at an accumulative value of R300 000.00 <b>No reference letter = 0 points</b> <b>1 Reference Letter and appointment letter = 10 points</b> <b>2 Reference Letters and appointment letter = 20 points</b> <b>3 Reference Letters and appointment letter = 30 points</b> <b>4 and above reference Letters and appointment letter = 40 points</b> <b>(Your reference letter OR appointment letter must stipulate the amount of appointment )</b>	40	
<b>DELIVERY</b>	10	
Lead times and turnaround times Bidder must provide confirmation of lead times which must be three weeks after receipt of purchase order from the Municipality.  <b>1-2 weeks = 10</b> <b>3-4 weeks = 05</b> <b>4 &amp; above = 0</b>		
<b>Total</b>	<b>50</b>	

A minimum score of 70 % out of 100 points must be score in order to proceed to the Financial Evaluation on both bid.



**Specific goals**

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		
Youth-Enterprise 18-35 (ELM)	5 Points		<ul style="list-style-type: none"><li>• Company Registration document</li><li>• Certified ID copy</li></ul>
Women-Equity ownership	2 Points		<ul style="list-style-type: none"><li>• Company Registration document</li><li>• Certified ID copy</li></ul>
Disability-Equity ownership	2 Points		<ul style="list-style-type: none"><li>• Certificate from SASSA or Doctor Certificate (Proof of Disability)</li></ul>
Local Business (ELM)	3 Points		<ul style="list-style-type: none"><li>• Proof of residence along with CSD report</li></ul>
Black Owned	10 Points		<ul style="list-style-type: none"><li>• Company Registration document</li><li>• Certified B- BBEE certificate or Sworn Affidavit</li></ul>
Sub-Total (Specific Goals)	20 Points		

No points will be allocated for non-submission of proof for specific goals

EME or QSE which is at least 51 % owned by black who are women = 6 Points	EME or QSE which is at least 51 % owned by black who are women = 02 Points	Company Registration Document and Certified ID Copy and CSD Report
	EME or QSE which is at least 51 % owned Local Business = 03 Points	Proof of Residence and CSD Report
<b>Total Specific Goals =20 Points</b>	<b>Total Specific Goals =20 Points</b>	

#### **PURCHASING AND SUBMISSION OF TENDER DOCUMENTS.**

Tender documents may be obtained from the Elundini Local Municipality SCM Unit or emailed to a bidder upon payment of a non-refundable amount of R250 (two hundred and fifty Rand). Payment for tender document can be made either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality (Where EFT is used proof of payment must be sent to [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za)). The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit.

NB: For EFT payment bidders must pay using this account: First National Bank (FNB) cheque account No: 62159933772, Ref No. 020114350000.

ELM Cashier's office is situated at Elundini Traffic Department, ERF 3503 Station Street, Nqanqarhu, 5480. The tender documents will be available on **Monday, 20 November 2023**

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with Project Name and Bid Number. At the back of the envelope bidders must write the bidder's name and address. Bid submissions must be delivered to the Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department. The tender document must be placed in the Tender Box not later than 12H00 Noon on Monday, 06 November 2023 at which time the tenders will be opened in public.

Bidders are encouraged to make electronic copies of the bid submission in a form of USB / CD as a precautionary backup. Enquiries relating to SCM may be addressed to Ms. H Mdusulwana, Tel No. 045 932 8125 or email: [hlabikazi@elundini.gov.za](mailto:hlabikazi@elundini.gov.za). Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender data and tender documents

The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data. The Elundini Local Municipality SCM policy applies. Tender validity period is 12 Weeks

Tenderers must request clarification on the tender documents, if necessary, by notifying the employer at least 5 (Five) working days before the closing time stated in the tender data. No clarifications that will require issue of an addendum will be entertained after this period

FOR COMPLAINTS, FRAUD & TENDER: Call 080 0117 844

  
**JACK MDANI**  
**MUNICIPAL MANAGER**





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

Postal Address: P.O. Box 1 | Nqanqarhu | 5480

Tel: 045 9328100 | Fax: 045 9321094

Social Media | Facebook: @Elundini Local Municipality | X: @ElundiniLM

| YouTube Channel: @Elundini Local Municipality | Instagram: @elundini\_lm

## ELUNDINI LOCAL MUNICIPALITY

### TENDER NOTICE AND INVITATION TO TENDER

The Elundini Local Municipality is Requesting for Proposals on the following goods and services:

PROJECT NAME	Contract Number	Closing Date	Technical Enquires contacts
Provision of Disposal of Sanitary Bins for a period of three (3) years	ELM-4/019/2023-2024	Wednesday, 10 January 2024	Ms V Sibhoma Tel. 045 932 8242 E-mail: <a href="mailto:vuyolwethus@elundini.gov.za">vuyolwethus@elundini.gov.za</a>
Supply and Delivery of Stationery for the period of three years	ELM-2/015/2023-2024	Wednesday, 10 January 2024	Ms H Mdusulwana Tel. 045 932 8125 E-mail: <a href="mailto:hlobikazi@elundini.gov.za">hlobikazi@elundini.gov.za</a>

Bids contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and 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.

Stage 1 of Evaluation: Functionality

ELM-4/019/2023-2024		ELM-2/015/2023-2024	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Company Experience	20	Company Experience	40
Team Expertise	70	Delivery	10
Methodology	10		
<b>Total Points</b>	<b>100</b>	<b>Total Points</b>	<b>50</b>

A minimum score of 70% out of 100 points must be scored in order to proceed to the Financial Evaluation of all the above bids.

The scope of work, specification and detailed functionality and bid conditions will be updated on ELM website. [www.elundini.gov.za](http://www.elundini.gov.za) and will be also attached in the tender document.

Specific Goals for both this bid are as follows:

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

The specific Goals allocated Points: ELM-4/019/2023-2024	The specific Goals allocated Points: ELM-2/015/2023-2024	Proof to Claim Points
EME or QSE which is at least 51 % owned by Black people =12 Points	EME or QSE which is at least 51 % owned by Black people =10 Points	Company registration document, valid certificate B-BBEE certificate or original sworn affidavit and CSD report
EME or QSE which is at least 51 % owned by Youth 18-35 = 02 Points	EME or QSE which is at least 51 % owned by Youth 18-35 = 05 Points	Company Registration Document and Certified ID Copy and CSD Report

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](mailto:elundini@tip-offs.com) | Freepost: KZN138 Umhlanga Rocks 4320  
All correspondence must be addressed to the Municipal Manager

