

	<h1>EMALAHLENI</h1> <h2>Local Municipality</h2>		P.O. BOX 3
			EMALAHLENI
			MPUMALANGA
			1035
			TEL.: (013) 690 6911
			FAX: (013) 690 6207
eMalahleni, Mandela Avenue Tel.: (013) 690 6911	Kriel, Quintin Street Tel.: (017) 648 2241	E-mail: admin@emalahleni.gov.za	
		Ogies, Hoofweg Tel.: (013) 643 1027	

**RFQ 26/05/2024**

**10 May 2024**

### REQUEST FOR FORMAL WRITTEN QUOTATION

**Enquiries: P. Monareng (078 018 3424)**

ITEM	DESCRIPTION	QUANTITY
01717-9	Pencils HB	200
01726-7	Pens Black Biq Crystal	2040
01673-9	Envelopes 229 x 162mm Manila Box Brown	20
01674-7	Envelopes 350 x 250mm Manila Box Brown	20

### NB: PLEASE VISIT STORES FOR SAMPLES

Kindly furnish us with a written quotation for the supply of the goods as detailed in the enclosed schedule. **Quotations should be submitted at the quotation box (MARKED IN RED) situated at the Main building (next to the tender box) of Emalahleni Local Municipality, 29 Mandela street, eMalahleni,1035. Closing date 17 May 2024.**

NB:APPLICATION OF 80/20 PREFERENCE POINT SYSTEM FOR ACQUISITION OF GOODS OR SERVICES WITH A RAND VALUE EQUAL TO OR BELOW R50 MILLION WILL APPLY AS FOLLOWS:  
LOCALITY: SECTION 13.7.2 OF SCM POLICY

***For 100% black person or people owned or people owned enterprise: 5 Points.***

***For at least 30% woman or women shareholding or owned entries: 5 Points.***

***For at least 30% youth shareholding or owned enterprise: 2.5 Points.***

***For at least 30% people living with disability shareholding or owned enterprise: 2.5 Points.***

***A total of 5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP – for enterprise regarded as EME located within the local area of eMalahleni jurisdiction: 5 Points.***

The following conditions will apply:

- Quotations must be submitted on the letterhead of your business and signed
- 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.
- The forms MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Municipal water and lights statement or written confirmation that municipal rates and taxes and municipal service charges of the prospective bidder and all Executive Directors of the business are not in arrears (for more than 90 days) from their respective municipality.
- Company must be registered on the Central Supplier Database (CSD) of the National Treasury.

**PLEASE NOTE: THAT NO FAXED OR E-MAILED QUOTATIONS WILL NOT BE CONSIDERED AND THAT QUOTATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.**

**H.S MAYISELA  
MUNICIPAL MANAGER**

**P.O Box 3  
Mandela Street  
Emalahleni  
1035**

**Failure to comply with these conditions and filling of the declaration forms may invalidate your offer.**