



045 932 8125

1, Seller Street, Maclear, 5480

045 9321 094

[kwaneles@elundini.gov.a](mailto:kwaneles@elundini.gov.a)

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of materials as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **02 August 2018**. For queries please email to at [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) or faxed to 086 216 8784

For Technical Queries: Mr M Gqibela

Tel: 045 932 8178

For Supply Chain Queries: Mr K Sobekwa –SCM

Tel: 045 932 8174

## **SUPPLY AND DELIVERY OF 5 LAPTOP, 4 LAPTOP BACKPACK BAGS AND 4 PRINTERS: ELM-4/002/2018-2019**

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
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) 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;
- 6) 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.
- 7) 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.
- 8) the price(s) quoted are valid for at least thirty (30) days from date of your offer.
- 9) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 10) 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) Tax Compliance status documents with PIN from SARS must be attached
- 3) Proof of B-BBEE status level of contributor in the form of an appropriate 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) or 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) )

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

MBD1: Invitation of Bid

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 6.2: Declaration Certificate for Local Production and Content for Designated Sectors

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

MBD 9: Certificate of Independent Bid Determination

**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 30 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 consent 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) Only locally produced service or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
- 12) Laptop Backpack bags will be evaluated on local production content threshold is 100%.
- 13) The local content (LC) expressed as a percentage as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:  
$$LC = (1-x/y)*100$$

Where  
X is the imported content in Rand  
Y is the bid price in Rand excluding value added tax (VAT)
- 14) Failure to comply with these conditions may invalidate your offer.
- 15) National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE 

DATE 26-07-2018

## **SPECIFICATIONS**

### **1. ProBook 450**

**Weight:** Starting at 2.04 kg (4.5 lbs)

**Dimensions (W x D x H):** Touch Screen 38.22 x 26.35 x 2.61 cm (15.05 x 10.37 x 1.03 in)

**Operating System:** Windows 10 Pro 64

**operating System:** Intel Core i7-7500U Intel HD Graphics 620, 2.7 GHz, up to 3.5 GHz with Intel Turbo Boost technology, 4 MB L3 cache, 2 cores

**Chipset:** Integrated

**Integrated:** Intel HD Graphics 620

**Display:** Touch screen 39.62 cm (15.6 in) diagonal HD touch screen (1366 x 768)

**External Display:** Up to 32-bit per pixel color depth, VGA: resolutions up to 2048 x 1536 external resolution at 60 Hz, HDMI: resolutions up to 4096 x 2160 at 24 Hz and 7-channel audio

**Hard drive:** 1 TB (5400 rpm) hard drive

**Optical drive:** DVD+/-RW SuperMulti DL Drive

**Standard Memory:** 8 GB total system memory (8 GB x 1)

**Support memory:** Up to 16 GB (8 GB x 2)

**Broadband Wireless:** HP It4132 LTE/HSPA+ 4G mobile broadband

**Wireless LAN :** Intel dual band Wireless-AC 7265 802.11a/b/g/n/ac (2 x 2) Wi-Fi and Bluetooth 4.2 combo (non-vPro)

**Ethernet:** Realtek RTL8111HSH (10/100/1000)

**Audio:** (2) stereo speakers, Integrated microphone (dual-microphone array when equipped with optional webcam), Headphone/microphone combo jack

**Webcam:** HD camera, 720p

**Ports:** (1) USB 3.0, (2) USB 2.0, (1) USB Type-C, (1) HDMI, (1) Headphone/microphone combo, (1) AC power, (1) RJ-45 (Ethernet), (1) VGA

**Slots:** Multimedia reader, SD, SDHC, SDXC supported

**Warranty:** 3 years onsite next business day warranty, Certificate of warranty

**Backpack** for 15.6 Laptop

### **2. ProBook 440 G5 x**

#### ***Operating system***

- Windows 10 Pro 64

#### ***Processors***

- Intel Core i5-6300U with Intel HD Graphics 520 (2.4 GHz, up to 3 GHz with Intel Turbo Boost Technology, 3 MB cache, 2 cores)

#### ***Chipset***

- Chipset is integrated with processor

#### ***Graphics***

- Intel HD Graphics 510 or Intel HD Graphics 520

#### ***Display***

- Non-Touch: 14 in diagonal HD1 anti-glare LED-backlit touch screen (1366 x 768)

#### ***Storage and drives***

- 500 GB - 5400 RPM Hard Drive

#### ***Optical drives***

- Support optional external USB drive CD/DVD R/RW

#### ***Memory***

- 2048 MB Total System Memory (2048 MB x 1)

#### ***Networking***

- Realtek 802.11b/g/n

#### ***Communications***

- Realtek Ethernet (10/100/1000)

#### ***Ports/slots***

- USB 3.0 (2)USB 2.0 power port (1)HDMI (1)headphone/microphone combo (1)AC power (1)RJ-45 (1)VGA (1)

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- Warranty: 3 years onsite next business day warranty, Certificate of warranty

3. Laptop Backpack bags x4

4. Officejet 8620 e-All-in-One inkjet printer x4

**EVALUATION CRITERIA**

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00

Price - 80 points

B-BEE status level of Contribution - 20 points

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

**DELIVERY ADDRESS:**

Elundini Local Municipality  
 No.1 Seller Street,  
 Maclear  
 5480

Published on 26 July 2018

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