



(045) 932 8196



(086) 216 8784



1, Seller Street, Maclear, 5480

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated at 1 Seller Street, Maclear, Finance Department, Cashiers Reception area before 12h00 on the 27 June 2017. For **queries** please email to [scm@elundini.gov.za](mailto:scm@elundini.gov.za) or faxed to 086 216 8784

For Technical Enquiries: Ms Y Majali  
Finance Department: Ms N Ntuli

Tel: 045 932 8129  
Tel: 045 932 8218

## SUPPLY AND DELIVERY OF OFFICE EQUIPMENT: ELM-3/092/2016-2017

**The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:**

- 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.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 OR **Valid Tax Clearance Certificate OR** Tax Compliance status documents with PIN from SARS.
- Proof of registration with Web Central Supplier Database (A bidder must attach CSD registration report with Supplier No. and Unique Code )
- Original B-BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level) or Sworn Affidavit confirming BBBEE Level.
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- Certified copies of Company Registration certificate and IDs.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, MBD 8 and MBD 9 (downloadable on the website and found at Supply Chain Office).
- A 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 OR a letter from a ward councillor.
- Joint Venture must also attach the JV agreement, original or certified copy of consolidated BBBEE certificate and the letter of signatory.

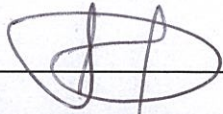
**NB: No quotations will be considered from persons in the service of the state<sup>i</sup>**

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- The Elundini Local Municipality Supply Chain Management Policy will apply;
- 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;
- Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- **Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered**
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- Failure to comply with these conditions may invalidate your offer.
- Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidders tax compliance status to the municipality.

Yours faithfully

SIGNATURE \_\_\_\_\_



DATE \_\_\_\_\_


28/06/2017

SPECIFICATION

**Supply and Delivery of office furniture**

**NB: SERVICE PROVIDERS ARE REQUIRED TO USE THE BELOW TABLE WHEN QUOTING AND ATTACH THEIR QUOTATIONS AS WELL.**

ITEM	QTY	SPECIFICATION	COLOUR	EXAMPLES	AMOUNT
Laptops	4	<p><b>Processor</b> 7<sup>th</sup> Generation Intel Core i5-7200U Processor (3M Cache, up to 3.10GHz)</p> <p><b>Operating System</b> Windows 10 Professional</p> <p><b>Hard drive</b> 1TB 5400 RPM SATA hybrid drive with 8G cache (optional)</p> <p><b>Video Card</b> Intel HD Graphics 620</p> <p><b>Display</b> 15.6 inch FHD (1920 × 1080) Truelife LED-backlight on-cell touch display, touchscreen</p> <p><b>Optical Drive</b> Built in tray load</p>			

		<p>DVD</p> <p><b>Ports</b></p> <p>1 HDMI v1.4a</p> <p>2 USB 3.0</p> <p>1 Noble lock slot</p> <p><b>Media Card Reader</b></p> <p>1 SD Card</p>			
External Hard Drive 500 GB	6				
Office Shredder	1	<ul style="list-style-type: none"> <li>• Cut Type: Cross Cut</li> <li>• Maximum Slot Entry Width (mm): 230</li> <li>• Run Time/Cool Down Time: 16/40</li> <li>• Shred Size: 4 x 40mm</li> <li>• Shred Speed (per minute): 3'</li> <li>• Dimensions: H650 x W350 x D490mm</li> </ul> <p>Power Requirements: 170 W</p>	Black		
Projector with HDMI Connections	1				
Printer	1	<p>Functions A3</p> <p>Print/Scan/Copy/Fax</p> <p>Connectivity</p> <p>Wireless + Network + USB</p> <p>Printer Type</p> <p>Colour Inkjet</p> <p>Double Sided</p> <p>Print/Scan/Copy Yes - up to A3</p> <p>Print Speed Up to 35ppm black &amp;</p>			

	white and 27ppm colour Prints On Photo Paper Yes - up to A3 Ink/Toner LC133BK/C/ M/Y 600 pages, LC135XL C/M/Y 1,200 pages, LC139XLBK2,400 pages @ 5% coverage Paper Size A3, A4, LGR, LGL, Folio, A5, A6, Photo(102x152mm/4 x6inch) Photo-L, Photo-2L, C5, DL Envelope, Monarch Dimensions (WxDxH) With Carton 657x521x41 4mm, 204kg			
<b>SUB-TOTAL</b>				
<b>VAT</b>				
<b>GRAND TOTAL</b>				

**EVALUATION CRITERIA**

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

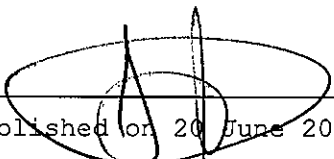
Price - 80 points  
B-BEE status level of Contribution - 20 points

**BBBEE Points Breakdown:**

<b>LEVEL</b>	<b>POINTS AWARDED</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non – compliant</b>	<b>0</b>

**DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480

  
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