



(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 1<sup>st</sup> June 2016. For **queries** please email to Ms. N. Thuli on [thulin@elundini.gov.za](mailto:thulin@elundini.gov.za) or faxed to 086 216 8784

**For Technical Enquiries: Mr. Mabhele Gqibela**

**Tel: 045 932 8149**

**Finance Department: Ms. Thuli**

**Tel: 045 932 8196**

### **SUPPLY AND DELIVERY OF TWO LAPTOPS: ELM-4/070/2015-2016**

**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.
- A valid and original Tax Clearance certificate.
- Certified copies of Company Registration certificate and IDs
- An original or certified BEE certificate copy
- 80/20 preferential procurement point system will be applied
- Firm Delivery Period must be indicated
- Completed MBD 4, MBD 6.2, MBD8 and MBD 9 (downloadable on the website and found at Supply Chain Office)
- A recent Municipal account statement, lease agreement or affidavit stating you aren't liable to pay rates at your business premises if you aren't.

**NB: No quotations will be considered from persons in the service of the state<sup>1</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.

Yours faithfully

SIGNATURE

DATE

25/05/2016



**SPECIFICATION**

**HP ProBook 645 G2 Notebook PC x2**

Operating system

Windows 10 Pro 64

Processor

AMD PRO A10-8700B APU with Radeon™ R6 Graphics (1.8 GHz, up to 3.2 GHz, 2 MB cache, 4 cores)

Chipset

Chipset is integrated with processor

Maximum memory

16 GB DDR3L-1600 SDRAM

Internal drive

500 GB SATA (7200 rpm)

Display

35,56 cm (14") diagonal HD SVA anti-glare flat LED-backlit (1366 x 768)

Network interface

Realtek RTL8111HSH Gigabit Ethernet

Wireless

Intel® 802.11a/b/g/n/ac (1x1) and Bluetooth® 4.0 Combo

**Printer HP LaserJet Pro 200 Color MFP M276n x1**

**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 point**  
**B-BEE status level of Contribution** - **20 points**

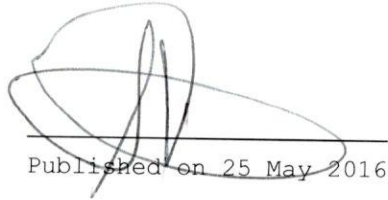
**BBBEE Points Breakdown:**

LEVEL	POINTS AWARDED
1	20
2	18
3	16
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

 2016-05-25

  
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