



(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 17th March 2017. For **queries** please email to Ms. B.Mbizweni on bongiwem@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Mr Mabhele Gqibela

Tel: 045 932 8149

Finance Department: Ms. Bongwiwe Mbizweni

Tel: 045 932 8198

SUPPLY AND DELIVERY OF IT OFFICE EQUIPMENT: ELM-4/015/2016-2017

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 document with PIN from SARS
- Certified ID copy/s of business entity owners.
- 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 BBEE Level.
- A Copy of business entity registration certificate e.g.CK Document
- 80/20 preferential procurement point system will be applied.
- Proof of registration with Web Central Supplier Database (A bidder must attach CSD registration report)
- Completed MBD 4, MBD8 and MBD 9 (downloadable on the website and found at Supply Chain Office)
- A recent Municipal account statement 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 councilor.

NB: No quotations will be considered from persons in the service of the state!

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

10/03/2017

SPECIFICATION

1. New Inspiron 15 5000 x 3

Processor

7th Generation Intel Core i5-7200U Processor (3M Cache ,up to 3.10 GHz)

Operating System

Windows 10 Professional

Hard drive

1TB 5400 RPM SATA hybrid drive with 8G cache (optional)

Video Card

Intel HD Graphics 620

Display

15.6inch FHD (1920 x 1080) Truelife LED-backlite on- cell touch display

Optical Drive

Built in tray load DVD

Ports

1 HMDI v1 .4a

2 USB 3.0

1 USB 2.0

1 Noble lock slot

Media Card Reader

1 SD card

2. EXTERNAL HARD DRIVE 500 GB x3

3. ACER PROJECTOR x 1

With HDMI connections

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**

BBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non - compliant	0

DELIVERY ADDRESS:
Elundini Local Municipality
No.1 Seller Street,
Maclear
5480

A handwritten signature in black ink, consisting of several overlapping loops and a vertical stroke, positioned above a horizontal line.

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