



 045 932 8196

 1, Seller Street, Maclear, 5480

 086 216 8784

 [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 17 November 2017. 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-IT Technician**

**Tel: 045 932 8171**

**For Supply Chain Queries: Mr K. Sobekwa –SCM**

**Tel: 045 932 8198**

### **SUPPLY AND DELIVERY OF LAPTOPS- ELM-2/017/2017-2018**

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.
- 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.
- Certified copies of Company Registration certificate and IDs.
- Completed MBD 4, MBD 6.1, 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>1</sup>**

- 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.

SIGNATURE  \_\_\_\_\_ DATE \_\_\_\_\_

**SUPPLY AND DELIVERY OF LAPTOPS  
SPECIFICATIONS**

DESCRIPTION	QUANTITY
<p><b><u>Operating system</u></b> Windows 10 Pro 64</p> <p><b><u>Processor</u></b> Intel® Core™ i7-7500U with Intel HD Graphics 620</p> <p><b><u>Chipset</u></b> Chipset is integrated with processor</p> <p><b><u>Internal drive</u></b> 500 GB SATA HD (7200 rpm) <sup>3</sup></p> <p><b><u>Optical drive</u></b> DVD+/-RW SuperMulti DL <sup>4</sup></p> <p><b><u>Display</u></b></p> <ul style="list-style-type: none"> <li>• 39.6 cm (15.6") diagonal HD touch screen (1366 x 768)</li> </ul> <p><b><u>Ports</u></b></p> <ul style="list-style-type: none"> <li>• 2 USB 2.0</li> <li>• 1 USB 3.0</li> <li>1 USB 3.0 Type-C™ port</li> <li>1 HDMI</li> <li>1 RJ-45</li> <li>1 VGA</li> <li>1 headphone/microphone combo</li> <li>1 AC power</li> </ul> <p><b><u>Network interface</u></b> Realtek Ethernet (10/100/1000)</p> <p><b><u>Wireless</u></b></p>	6

Realtek Ethernet (10/100/1000) <b>Wireless</b> Intel® Dual Band Wireless-AC 7265 802.11a/b/g/n/ac (2x2) WiFi and Bluetooth® 4.2 Combo (non-vPro) <sup>4.5.6</sup>	
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**EVALUATION CRITERIA**

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

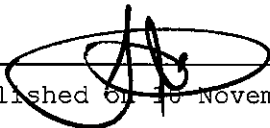
Price - 80 points  
 B-BEE status level of Contribution - 20 points

**BBBEE Points Breakdown:**

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

**DELIVERY ADDRESS:**

Elundini Local Municipality  
 No.1 Seller Street,  
 Maclear  
 5480

  
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