



045 932 8196

1, Seller Street, Maclear, 5480

086 216 8784

[bongiwem@elundini.gov.a](mailto:bongiwem@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 **21 September 2017**. For queries please email to at [bongiwem@elundini.gov.za](mailto:bongiwem@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: Ms.B.Mbizweni –SCM

Tel: 045 932 8198

### SUPPLY AND DELIVERY OF LAPTOPS- ELM-2/007/2017-2018

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.
- 80/20 preferential procurement point system will be applied.
- 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>**

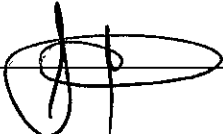
**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

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

- 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 bidder's tax compliance status to the municipality.
- Bidders must indicate the bid number and postal address on the sealed envelope in the event that the municipality decides to re-advertise the bid.

SIGNATURE \_\_\_\_\_



DATE \_\_\_\_\_

**SUPPLY AND DELIVERY OF LAPTOPS  
SPECIFICATIONS**

DESCRIPTION	QUANTITY
ProBook 450 G4	3
Processor (CPU) Intel® Core™ i7-7500U with Intel HD graphics 620 (2.7 GHz, up to 3.5 GHz with Intel Turbo Boost Technology, 4 MB cache, 2 cores)	
Memory 8 GB DDR4-2133 SDRAM (1 x 8 GB)	
Storage 1 TB 5400 rpm SATA	
Display Size 39.6 cm (15.6") diagonal FHD anti-glare LED-backlit (1920 x 1080)	
Operating System Windows 10 Pro 64	
Ports 2 USB 2.0, 1 USB 3.0, 1 USB 3.0 Type-C™ port, 1 HDMI, 1 RJ-45, 1 VGA, 1 headphone/microphone combo, 1 AC power	
Graphics Card Intel® HD Graphics 620	
Colour Silver	
Warranty 1-year limited warranty (upgrades available, sold separately), 1-year warranty on primary battery	

**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

  
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