



# Ditsobotla Local Municipality

P.O.BOX 7,LICHTENBURG, 2740  
CNR DR NELSON MANDELA DRIVE  
TRANSVAAL STREET, CIVIC CENTRE  
**Enquiries: Aobakwe Sekese**  
**Tel : 018 633 3834**

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## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

### DESCRIPTION: SUPPLY AND DELIVERY OF LAPTOPS AND PRINTERS

*QUOTE NO: DLM/SCM/39/2016\_C*

**DATE PUBLISHED : 20 FEBRUARY 2017**  
**CLOSING DATE : 27 FEBRUARY 2017**  
**CLOSING TIME : 12H00**

### SUBMISSION ADDRESS:

Tenders should be sealed in an envelope addressed to: The Municipal Manager, Ditsobotla Local Municipality, P.O. Box 7 Lichtenburg 2740 and marked with the applicable Bid number ,and deposited in the tender box placed at First Floor,OfficeNo.12before**12H00,20 FEBRUARY 2017** . Telegraphic, telephonic, facsimile, e-mail and late bids will not be accepted.

### The following documents should be submitted with your quotation

- Valid Original Tax Clearance Certificate
- Business Registration Certificate
- Bank Confirmation Letter
- Copy of CSD Registration Summary Report
- Certified copy of BBB-EE Certificate or Original
- Municipal Account
- Proof of residence of all directors as they appear on the company registration certificate obtainable from local municipality or tribal authority
- Certified copies of identity documents(IDs)of directors/members
- NB copies of certified copies will not be accepted.
- All certified copies should not be more than three months from the date of the advertisement
- Business profile

The following conditions will apply:

- Price(s) quoted must be valid for a period of 30 days from the closing date of the quotation.
- Price(s) quoted must be inclusive of VAT (if registered)
- Quotation should be submitted with MBD 4,7,1,8 and 9 obtainable from Ground floor, Room 12
- The price quotation is expected to be within a threshold of R30 000 and R200 000 including VAT.
- Council is not bound to accept the lowest or any bids.
- No late/emailed/faxed bids will be accepted.
- Sealed quotation must be deposited at tender box

NB Failure to comply with these conditions may invalidate your offer.

### **SPECIFICATIONS**

<p><b><u>NOTEBOOK</u></b></p> <p><b>HP450 G3</b></p> <p>Core i7 2.3GHZ CPU</p> <p>4GB DDR3 RAM</p> <p>1TB HARD DRIVE</p> <p>15.6' LED SCREEN</p> <p>DVD WRITER</p> <p>WINDOWS 7 Pro</p>	<p><b><u>4</u></b></p>
<p>HP COLOUR LASERJET PRO MFP M277A</p> <p>HP CF400A Black Toner</p> <p>HP CF401A CYAN TONER</p> <p>HP CF402A YELLOW TONER</p> <p>HP CF403A MAGENTA TONER</p>	<p><b><u>3</u></b></p> <p><b><u>3</u></b></p> <p><b><u>3</u></b></p> <p><b><u>3</u></b></p> <p><b><u>3</u></b></p>

## FUNCTIONALITY

- The bidder should provide proof of previous deliveries/orders of related goods to a public entity and reputable institutions.
- Number of appointment letters or orders from previous clients
  - 5 and more 50
  - 4 40
  - 3 30
  - 2 20
  - 1 10
  - 0

Ability to deliver within the specified timeframe(Commitment letter)

- Delivery within 30 days 50
- Delivery within 45 days 30
- Delivery within 60 days 20
- More than 60 days 0

**NB Failure to deliver within specified days may result to a termination of contract**

**NB Bidders should have 60% or more to be evaluated further.**

## EVALUATION CRITERIA

- ✓ Bids will first be evaluated on returnable documents e.g. (tax clearance and proof of residence)failure to submit one of the shortlisted returnable documents will be disqualified.
- ✓ On functionality bidders must score 60% or more to be evaluated further on price and preferential points.
- ✓ 80/20 preferential points system will be used as specified on PPPFA 2000 and Preferential Procurement Regulations 2011

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MR M. JUTA

ACTING MUNICIPAL MANAGER