



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

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 CHAIRS AND COMPUTERS - LIBRARIES

QUOTE NO: DLM/SCM/21/2018/19

DATE PUBLISHED : 18 MARCH 2019
CLOSING DATE : 25 MARCH 2019
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, Office No. 12 before **12H00, 25 March 2019**. Telegraphic, telephonic, facsimile, e-mail and late bids will not be accepted.

The following documents should be submitted with your quotation

- Business Registration Certificate
- Bank Confirmation Letter
- Valid original tax clearance certificate
- 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
- Company (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 6
- 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 – RENOVATIONS OF ITSOSENG LIBRARY

Qty	Description
4	High back office chairs (with castors): armrest, nylon base, swivel and tilt. Height adjustable colour – navy blue
50	Rick stacker 41cm chairs : 22.23 square tubing frame Colour navy blue
20	Computer work chairs : Solid polyetherine back and seat, no arm rest, gas height adjustment, swivel and tilt
6	Prodesk 600G2 SFF, Intel core i5, 4GB RAM. 500gb, Window 10, pro 64bit, 20" monitor. 3 years warranty

FUNCTIONALITY

- The bidder should provide proof of previous deliveries/orders of related goods to a public entity and reputable institutions.
 1. Number of appointment letters or orders from previous clients

<input type="radio"/> 5 and more	30
<input type="radio"/> 3 and more	20
<input type="radio"/> 1 and more	10
<input type="radio"/> 0	

 2. Locality (Business)

Provide the municipal rates and taxes account from where the company resides/valid lease agreement

<input type="radio"/> Ditsobotla local municipality area	40
<input type="radio"/> NMMDM	25
<input type="radio"/> North West province	10
<input type="radio"/> Outside North West Provide	5

Ability to deliver within the specified timeframe (Commitment letter)

- | | |
|--|----|
| <input type="radio"/> Delivery within 5 days | 30 |
| <input type="radio"/> Delivery within 7 days | 20 |
| <input type="radio"/> Delivery within 10 days | 10 |
| <input type="radio"/> 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
- ✓ 80/20 preferential points system will be used as specified on PPPFA 2000 and Preferential Procurement Regulations 2017

MR A METSWAMERE
ACTING MUNICIPAL MANAGER