



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR
ORDERS ABOVE R30 000.00 BUT LESS THAN R200 000.00**

REFERENCE NO. UTD/SCM/028/2022

**SUPPLY AND DELIVER LAPTOPS FOR UTHUKELA DISTRICT
MUNICIPALITY**

09/02/2022

UThukela District Municipality is hereby invites quotations from qualified and experienced service provider/s for the following:

Item No.	Specifications	Quantity
1	Supply and deliver Laptops <ul style="list-style-type: none"> • 13.5 inch LED Display • 11th Generation Intel Core i7 3.7Ghz • 16GB RAM • 1TB SSD Storage • Windows 11 Professional Installed (licenced) • Wireless Mouse • Back Pack <p>3 YEAR ONSITE WARRANTY</p>	02
	<p><u>SPECIAL CONDITIONS:</u></p> <ol style="list-style-type: none"> 1. Suppliers are to adhere strictly to the specifications given. 2. Not adhering to the specifications, will result in the quotation not being considered. 3. Service must commence within 7 days of receiving official order 4. Bidders must provide a list of similar projects undertaken for other Municipalities. 5. Faxed or e-mailed quotations will not be accepted. 	

GENERAL CONDITIONS

Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement) Room 51.

- 1. Sealed quotations outwardly marked: Ref. No. UTDM/SCM/028/2022: Supply and Deliver Laptops for uthukela District Municipality must be addressed to the **Municipal Manager** and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on Thursday 17 February 2022****
- 2. MBD1, MBD4, MBD6.1, MBD6.2, MBD6.11 and MBD8 forms must be filled in and submitted **together with the quotation.****
- 3. All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2017.****
- 4. In terms of Regulation 6, the **80/20 preference point system will be applicable**, with 80 points for Price and 20 Points for B-BBEE Status Level of Contribution.**
- 5. Prices quoted must include value added tax, delivery charges and off-loading to the municipal premises.**
- 6. Any quote will not necessary be accepted and the Council Reserves the Right to Accept the whole or any Part of Any quote.**
- 7. Certified Copy of Sanas: B-BBEE Certificated or Proof of Exemption must be included in the Bid document.**
- 8. A valid Pin certificate must be submitted together with the document.**
- 9. Prices altered by means of correction fluid **will not** be considered**
- 10. Preference will be given to Database Suppliers**
- 11. A current (30 days) Business and or Business Residential municipal account for all services must be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.**

12. Proof of registration, on the central supplier database for government.

13. Local Production and Content:

9.(1) An organ of state must, in the case of designated sectors, where in the award of tenders local production and content is of critical importance, advertise such tenders with a specific tendering condition that only locally produced goods, services or works or

Enquiries may be directed to: Mr L Thwala

Tell: 072 564 0923

Reviewed by: Lwazi Ngwenya


M SITHOLE

MUNICIPAL MANAGER

UTHUKELA DISTRICT MUNICIPALITY



**INVITATION FOR QUOTATIONS FOR ORDERS
ABOVE R30 000.00 BUT LESS THAN R200 000.00**

REFERENCE NO. UTDM/SCM/028/2022

**SUPPLY AND DELIVER OFFICE EQUIPMENT FOR UTHUKELA
DISTRICT MUNICIPALITY**

SUPPLIER: _____

ADRESS: _____ **TEL NO:** _____

_____ **CELL NO:** _____

_____ **FAX NO:** _____

PREPARED FOR:

UTHUKELA DISTRICT MUNICIPALITY

P O BOX 116

LADYSMITH

3370

Compile Date: 10 February 2022

Quotations are hereby invited from suitable service provider to quote for the following:

Directorate: Call Centre and Disaster Manager

Contact Person: Mr L Thwala

Tell: 072 564 0923

SPECIAL CONDITIONS:

1. Suppliers are to adhere strictly to the specifications given.
2. Not adhering to the specifications, will result in the quotation not being considered.
3. Faxed or e-mailed quotations will not be accepted.

Item No.	Specifications	Quantity	Unit Price R	Total Price R
1.	Supply and deliver Laptops <ul style="list-style-type: none"> • 13.5 inch LED Display • 11th Generation Intel Core i7 3.7Ghz • 16GB RAM • 1TB SSD Storage • Windows 11 Professional Installed (licenced) • Wireless Mouse • Back Pack 3 YEAR ONSITE WARRANTY	02		
SUB TOTAL			R	
15 % VAT AMOUNT			R	
TOTAL AMOUNT			R	

Company Stamp

UTHUKELA DISTRICT MUNICIPALITY

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)			
BID NUMBER:	SCM/028/2022	CLOSING DATE:	17/02/2022
		CLOSING TIME:	12:00
DESCRIPTION	SUPPLY AND DELIVER LAPTOPS FOR UTHUKELA DISTRICT MUNICIPALITY		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
P.O. BOX 116			
LADYSMITH			
3370			
OR			
36 LYELL STREET			
LADYSMITH			
3370			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATICN NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

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CAPACITY UNDER WHICH THIS BID IS SIGNED:

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DATE:

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