



# KAROO HOOGLAND

## MUNISIPALITEIT / MUNICIPALITY



### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Procurement from R30 000.00 up to a transaction value of R200 000.00(incl VAT)  
(For Publication on Karoo Hoogland Website and Notice Boards)

**QUOTATION NUMBER : SCM/T4841**  
**EXTENTION OF ADVERT CLOSING DATE**  
**CLOSING DATE:20/05/2022 (12H00)**

Karoo Hoogland Municipality hereby invites all interested Qualified Service Providers to furnish us with written quotations for the supply and delivery of the services/goods as detailed in the enclosed specifications.

The quotation must be submitted on the letterhead of your business quoting the above quotation number not later **than 20/05/2022**

**PROJECT NAME: Laptops & Microsoft Office**

The quotation can either be hand delivered in a sealed envelope marked with quotation number to: **The SCM Practitioner, Karoo Hoogland Municipality Offices, 7 Mulder Street, Williston, 8920** or emailed to [c.erasmus@karoohoogland.gov.za](mailto:c.erasmus@karoohoogland.gov.za) for the attention of the SCM Office. Please specify in your email or on your sealed envelope the **Quotation Number** stated above.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from closing date of quotation.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated after receiving the initial order.
- Bidders must complete the following forms: (obtainable from the municipal SCM office and submit it with their quotation)
  - MBD 2 (Tax Clearance Certificate)
  - MBD 4 (Declaration of Interest)
  - MBD 6.1 (B-BBEE Status Level )
  - MBD 8 (Declaration of Bidders past supply chain management practices)
  - MBD 9 (Certificate of independent Bid determination);
- Bidders must be registered on the National Treasury Central Suppliers Database.
- Bidders must ensure that they submit a valid Tax Clearance and B-BBEE Certificate.
- Quotations between **R 30 000** and **R 200 000 (Vat Incl)** will be evaluated using **80/20** preferential system.

***NB: No quotation will be considered from persons in the service of the state!***

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SCM Department

Tel: 087 1312 084 / [c.erasmus@karoohoogland.gov.za](mailto:c.erasmus@karoohoogland.gov.za)

## SPECIFICATIONS

**1. Description of the goods required**

**3 x Laptops**

**3x Microsoft Office**

**2. Specifications**

| Description          | Specifications  |
|----------------------|---|
| Laptop x 1           | <ul style="list-style-type: none"><li>• I5 core</li><li>• Onboard numpad (not usb numpad)</li><li>• Network port</li><li>• Minimum 500GB storage</li><li>• 8GB/16GB RAM</li></ul> |
| Laptop x 2           | <ul style="list-style-type: none"><li>• I3 core</li><li>• Onboard numpad (not usb numpad)</li><li>• Network port</li><li>• Minimum 500GB storage</li><li>• 8GB/16GB RAM</li></ul> |
| Microsoft Office x 3 | Home & Business   |

**3. Delivery of goods**

Karoo Hoogland Municipality  
Northumberland Street  
Sutherland  
6920

**4. Information to be provided with the quotation**

- Valid B-BBEE Certificate
- Valid Tax Clearance Certificate
- MBD Forms
- CSD Report

**Any enquiries: Mnr A Haas – 067 419 2428**

| <b>FINANCIAL EVALUATION – POINT SCORING</b>                                |            |
|--|------------|
| The evaluation will be performed on 80/20 principles as Provided in PPFA : |            |
| Price :  | 80 points  |
| B-BBEE status Level Contributor  | 20 points  |
| Total  | 100 points |