



# **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/T0157/07/2018**

**ADVERTISING DATE : 26 JULY 2018**

**CLOSING DATE: 06 AUGUST 2018 (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 06 August 2018 at 12H00.**

**PROJECT NAME:** LAPTOPS

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 [karoadmin@karoohoogland.gov.za](mailto:karoadmin@karoohoogland.gov.za) or [h.louw@karoohoogland.gov.za](mailto:h.louw@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: 053 3913 003 / [h.louw@karoohoogland.gov.za](mailto:h.louw@karoohoogland.gov.za)

## SPECIFICATIONS

**1. Description of the goods required**

Supply and Delivery of Laptops

**2. Specifications**

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>
1	Laptops – Intel Core i5; 8GB Ram ; 64-bit Operating System; DVD RW Drive; Network Port + 1 x Home & Business – Office 2016		2
2	Laptop – Intel Core i7, Minimum 8 GB Ram; 64- bit Operating System; DVD RW Drive ; Network Port ; VGA Port; Minimum 1000GB Harddrive + 1 x Home & Business – Office 2016		1

**3. Delivery of goods**

The goods must be delivered to Williston Karoo Hoogland Municipality

### DELIVERY ADDRESS

Karoo Hoogland Municipality  
7 Mulder Street  
Williston  
8920

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

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

### **FINANCIAL EVALUATION – POINT SCORING**

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