



# 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/T0322/10/2018**

**ADVERTISING DATE : 02/10/2018**

**CLOSING DATE: 10/10/2018(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 10 October 2018 at 12H00.**

**PROJECT NAME:** Kyocera Taskalfa Machines

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: 053 3913 003 / [c.erasmus@karoohoogland.gov.za](mailto:c.erasmus@karoohoogland.gov.za)

## SPECIFICATIONS

**1. Description of the goods required**

Equipment and rental of All-in-One machines/equipment over 36 months.

The installation, maintenance and repair of machines must be done in the town where the machines is installed.

For any inquiries regarding the machines, contact Mr Koot van Schalkwyk at 053 391 3003

**2. Specifications**

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>
1	Kyocera Taskalfa 255ci (Colour/mono) Print/Copy/Scan (Frasburg Biblioteek)		
1	Kyocera Taskalfa 255ci (Colour/mono) Print/Copy/Scan (Sutherland Biblioteek)		
1	Kyocera Ecosys M4125idn Print/Copy/Scan/Fax		
1	Kyocera Tascalfa 3212i Copy/Print/Scan A4 & A3		

**3. Delivery of goods**

The goods must be delivered to Karoo Hoogland Municipality (Williston, Sutherland and Fraserburg)

### DELIVERY ADDRESS

Karoo Hoogland Municipality

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

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

<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