



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/T5161

ADVERTISING DATE :28/07/2022

CLOSING DATE:10/08/2022 (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 10/08/2022**

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 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: 053 285 0998 / c.erasmus@karoohoogland.gov.za

SPECIFICATIONS

1. Description of the goods required

4 x Laptops
4 x Microsoft Office

2. Specifications

Description	Specifications
Laptop x 1	<ul style="list-style-type: none">• I5 core• Onboard numpad (not usb numpad)• Network port• Minimum 1TB storage• 16GB RAM• Minimum 2 usb port
Laptop x 3	<ul style="list-style-type: none">• I3 core• Onboard numpad (not usb numpad)• Network port• Minimum 1TB storage• 8GB/16GB RAM.• Minimum 2 usb port
Microsoft Office x 4	Minimum -Home & Business 2019

3. Delivery of goods

Karoo Hoogland Municipality
Mulder Street 7
Williston
8920

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 – 053 285 0998

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