



REQUEST FOR FORMAL WRITTEN QUOTATION

CLOSING DATE: 17 FEBRUARY 2022 @ 12H00

TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES	MR S.MFEKA-032 437 9583 sthembiso.mfeka@ilembe.gov.za Mr Z.Cele –032 437 9334 zweli.cele@ilembe.gov.za
ADMINISTRATIVE ENQUIRIES	Ms.N.Gumede--032 551 8751
REFERENCE	CS/18518/2022
DATE OF ISSUE	10 FEBRUARY 2022

Kindly submit (on your company letterhead); a written price quotation for the following:-

ITEM NO.	QUANTITY	DESCRIPTION
1.	20	SUPPLY AND DELIVERY OF LAPTOPS FOR IDM TOP ACHIEVERS 2021 AS PER ATTACHED SPECIFICATION.

All bidders must PLEASE ENSURE that they have a clear knowledge of what they are quoting for.

Completed quotations must be submitted in a sealed envelope clearly marked with the company name and address, the correct REFERENCE Number must be written on the outside of the envelope containing the quotation. All quotations must be deposited into the **Quotations Box** situated at the **Reception Area, Technical Services Building, 12 Haysom Road, KWA-DUKUZA** by no later than the closing date and time where they will be opened in public. No faxed or e-mailed quotations will be accepted.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of offer.
- Price(s) quoted must be firm and inclusive of VAT, vendors not registered for VAT with SARS will be treated as Non Vat vendors.
- Price(s) quoted must include delivery costs and a firm delivery period must be indicated
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2017, pertaining to Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4 & MBD 6.1 (**also available on www.ilembe.gov.za**) must be scrutinized, completed and submitted together with your quotation.
- Suppliers submitting quotation should be registered with Central Suppliers Database (CSD), CSD number must be submitted. If supplier is not registered they cannot be considered for evaluation. If supplier wants to be registered with CSD they must go to www.csd.gov.za and get themselves registered.
- The tax clearance information (including unique SARS PIN) submitted by the prospective bidders will be verified and all bidders whose tax matters are not in order upon verification will be notified and given 7 working days to resolve their matters with SARS.
- Certified copy of BBBEE Certificated or Sworn Affidavit must be supplied together with quotation.

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions will invalidate your offer. iLembe District Municipality does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid.

NG KUMALO

MUNICIPAL MANAGER

Kindly receive specification for laptops:

Screen Size : 15.6 -inch display screen

Processor : Intel Celeron processor

Memory and Storage : 4GB RAM and 500GB hard drive

Graphics Card : Integrated Intel UHD Graphics 620

Operation System: Windows 10

Additional : Built-in Wi-Fi ,Bluetooth, 3x USB ports