



NTABANKULU LOCAL MUNICIPALITY

Tel: (039) 258 0056

Fax: (039) 258 0173

Email: info@ntankulu.gov.za

Web: www.ntabankulu.gov.za

ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

REQUEST FOR QUOTATION (RFQ) FOR: SUPPLY AND DELIVERY OF FIVE LAPTOPS, AND FIVE LAPTOP BAGS FOR NTABANKULU LOCAL MUNICIPALITY.

The Ntabankulu Local Municipality requests your quotation with regards to the **SUPPLY AND DELIVERY OF FIVE LAPTOPS, AND FIVE LAPTOP TROLLEY BAGS FOR NTABANKULU LOCAL MUNICIPALITY.**

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	08 FEBRUARY 2019
RFQ NUMBER	NLM/RFQ/SDFLFLB/2018/2019
DESCRIPTION OF GOODS/SERVICE	SUPPLY AND DELIVERY OF FIVE LAPTOPS, AND FIVE LAPTOP TROLLEY BAGS FOR NTABANKULU LOCAL MUNICIPALITY.
CLOSING DATE AND TIME:	18 FEBRUARY 2019 AT 12H00
ENQUIRIES	076 089 9007 B. Madwantsi 082 788 9641 – N. Dinwayo

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure.

Specification

Features:

- Stunningly designed
- Great graphics for Photoshop, movies & presentations
- High processing speeds
- Latest security features
- Backlit keyboard
- SSD drive
- FHD touch screen
- Processor (CPU) Intel Core i7-8550U (1.8 GHz base frequency, up to 4 GHz with Intel Turbo Boost Technology, 8 MB cache, 4 cores)
- Memory 12 GB DDR4-2400 SDRAM (4 GB (onboard) and 8 GB (1 x 8 GB))
- Storage 1 TB 7200 rpm SATA + 256 GB PCIe NVMe M.2 SSD
- Display Size 39.6 cm (15.6") diagonal FHD IPS micro-edge WLED-backlit multitouch-enabled edge-to-edge glass (1920 x 1080)
- Operating System Windows 10 Pro
- Ports 1 USB 3.1 Type-C Gen 1 (Data Transfer up to 5 Gb/s, DP1.2, HP Sleep and Charge), 2 USB 3.1 Gen 1 (1 HP Sleep and Charge)
- 1 HDMI v2.0a, 1 headphone/microphone combo, 1 multi-format SD media card reader
- Graphics Card NVIDIA GeForce MX150 (4 GB GDDR5 dedicated)
- Colour Natural Silver
- 3 years onsite next day warranty

CHECKLIST

RFQ NO. __ NLN/RFQ/SDFLFLB/2018/2019

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

1.	Original Tax Clearance Certificate/ SARS Pin number certificate	
2.	MBD 4: Declaration of Interest	
3.	MBD 9: Certificate of Independent Bid Determination	
4.	MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
5.	Certified Copy of BBBEE certificate	
6.	Certified Copy of Company Registration Document	
7.	Certified ID Copy/s of company directors	
8.	Quotation is signed and All alterations have been signed	
9.	Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / letter signed stating that company does not own property within urban area	

10.	All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Non registration will be regarded as non-responsive and be disqualified from bid.	

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

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office or municipal website.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database and Central Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit..
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy. Submission of a Quotation can be dropped in a box clearly marked **"Supply and Delivery of Five Laptops and Five Laptop Trolley bags for Ntabankulu Local Municipality."** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
8. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Issued by: L. Nonyongo-Municipal Manager