



## NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

### **REQUEST FOR QUOTATION (RFQ)FOR : SUPPLY AND DELIVERY OF SIX LAPTOPS, SIX LAPTOP BAGS AND SIX WIRELESS MOUSE FOR NTABANKULU LOCAL MUNICIPALITY.**

The Ntabankulu Local Municipality requests your quotation with regards to the **SUPPLY AND DELIVERY OF SIX LAPTOPS, SIX LAPTOP BAGS AND SIX WIRELESS MOUSE FOR NTABANKULU LOCAL MUNICIPALITY**. A detailed specification may be collected at the supply chain management office during office hours i.e. between 08:00-16:30 (Monday to Thursday) and 08:00-15:30 (Friday).

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/SDSLLM/2018/2019
DESCRIPTION OF GOODS/SERVICE	<b>SUPPLY AND DELIVERY OF SIX LAPTOPS, SIX LAPTOP BAGS AND SIX WIRELESS MOUSE FOR NTABANKULU LOCAL MUNICIPALITY.</b>
CLOSING DATE AND TIME:	18 FEBRUARY 2019 AT 12H00
ENQUIRIES	076 089 9007- B.Madwantsi 071 382 5061- S. Buso

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

Operating System	Windows 10 Pro
Base features	Pavilion slim notebook 250 G4 – intel core i5 5005u
Processor	intel core i5 5005u
Out-of- band Management	N/A
Display	15.6" LED HD SVA AG (1366*768) touch screen
Memory	8GB 1600MHZ DDR3 1D
Internal Storage	1TB HDD 54rpm
Wireless Lan	Intel(R) 17265 802.11 a/b/g/n/ac
HP Mobile broadband	Yes
Accessories	Bags(6) and wireless mouse
Warranty	3 year next day on-site warranty

### CHECKLIST

RFQ NO. \_\_ NLM/RFQ/SDSLLM/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.	All alterations have been signed	
9.	Quotation is signed	
10.	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	
11.	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 <a href="https://secured.csd.gov.za">https://secured.csd.gov.za</a> . 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.
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. Supplier registration forms are available from the Supply Chain Management Unit..
4. All prices quoted must be exclusive 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 Six Laptops, Six laptop bags and Six Wireless**

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**Mouse 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

