

**Hessequa Municipality**



**MUNICIPAL SUPPLY CHAIN MANAGEMENT  
INVITATION TO SUBMIT CLOSED QUOTATION**

**THE SUPPLY AND DELIVERY OF LAPTOPS AND PRINTERS FOR  
RIVERSDALE LIBRARY**

**RQ Nr: 54896**

**09 May 2017**

**Dear Sir/Madam**

Please provide a written quotation for the supply of goods and / or services as detailed in the list attached.

The quotation must be submitted, on the official letterhead of your business, by the one of the following means for the attention of Mrs M Gunter

- Email [marese@hessequa.gov.za](mailto:marese@hessequa.gov.za)
- Per Hand at the Hessequa Municipality SCM offices, Post Office Building, 19 Main Road, Riversdale, 6670

**Quotations must reach the Municipality by no later than 12:00 on 16 May 2017**

The following conditions will apply to all quotations:

- Prices quoted must be firm, inclusive of VAT and where applicable for delivery to the address indicated below. The total amount of the quotation must also be clearly indicated;
- Please refrain from quoting on goods that are out of stock or not usually stocked by your company, or indicate on your quotation that this is the case and what the delivery period on those items will be;
- If your quotation is accepted, goods and/or services must be supplied and delivered to the below mentioned address, accompanied by your delivery note and invoice (if possible);
- Quotations must to be valid for a period of 30 days;
- The delivery period must be indicated.

- The closed quotation is subjected to the General Conditions of Contract as contained in MFMA Circular 25 of 2005 and the conditions contained in Hessequa Municipal SCM POS section 3.2.4.
- If a quotation is submitted for the goods; services or works requested, you the supplier accepts the conditions of this quotation and that the goods; services and works will be supplied or constructed as per this quotation.
- A formal order will be issued to the successful supplier that will be a written instruction to the supplier to supply; deliver or construct as per specifications contained in this quotation.

If your quotation does not comply with above stated conditions, your quotation will not be considered.

If you have not received a response from the Municipality within thirty (30) days after the closing date of the quotation, please regard your quotation as unsuccessful.

Should you be interested in wanting to know to who the successful bidder was, you may consult our website at [www.hessequa.gov.za](http://www.hessequa.gov.za) where monthly reports on awards will be published.

Quotations will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), The Preferential Procurement Regulations, 2017 and the Hessequa Municipality's Supply Chain Management Policy, for which 80 points will be allocated in respect of price and 20 points in respect of B-BBEE contribution.

The Municipality reserves the right to withdraw any invitation for closed quotations and/or to re advertise or to reject any quotation or to accept a part of it. The Municipality does not bind itself to accepting the lowest quotation.

Any Prospective Service Provider must make sure that they are registered and are valid on the Database of Hessequa Municipality and/or on the Centralised Supplier Database (CSD) and that they are in possession of a Valid Tax Clearance Certificate.

Please address any technical enquiries regarding the specifications to Mrs Evelyn Smit at  
Tel: 028 713 - 7899 or any Supply Chain Management related enquiries to Mrs Marése Gunter at  
Tel: 028 – 713 8082

**Important note: a valid original or certified B-BBEE certificate must be submitted with the documentation. (MBD 6.1 Preference Points Claim form need to be completed to claim points. NB- Only points claims will be awarded. The MBD 6.1 is available from the municipal website at [www.hessequa.gov.za](http://www.hessequa.gov.za) under the tab GENERAL TENDER INFORMATION or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)**

## **SUPPLY CHAIN MANAGEMENT**

You are requested to quote on the following:

### **2 x i5 Laptops:**

- Intel Core i5
- 15.6 LED-backlit HD Anti-Glare(1366 x 768),
- 4GB DDR3L-1600 1Dimm – 2 SLOT / MAX 8GB,
- 500GB 5400RPM, DVD+/-RW SuperMulti DL,
- Realtek RTL8723BE bgn 1x1 +Bluetooth 4.0,
- USB 3.0 (1) RJ45, (1) Headphone / Microphone-in combo jack,
- Warranty
- Laptop bags must be supplied with laptops

### **2 x Printers:**

#### **Printer Specs:**

- Multi-Function Printer
- 4in1 (Print, Copy, Scan, Fax)
- Lan and USB Ports
- Printer must be able to produce 1000 pages from original cartridge

**PLEASE INDICATE THE DELIVERY PERIOD.**

**Delivery requirements:**

**RIVERSDALE LIBRARY  
VAN DEN BERG STREET  
RIVERSDALE  
6670**