

**Hessequa Municipality**



**MUNICIPAL SUPPLY CHAIN MANAGEMENT  
INVITATION TO SUBMIT CLOSED QUOTATION  
PROCUREMENT OF ICT HARDWARE – NETWORK ATTACHED STORAGE**

**RQ Nr: 57436**

**06 December 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 Ms Carisha Prins

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

**QUOTATIONS MUST REACH THE MUNICIPALITY BEFORE OR AT 12:00 ON 13 DECEMBER 2017  
NO LATE QUOTATIONS WILL BE CONSIDERED**

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 a quotation is called for a specific number of items, Council reserves the right to change the number of such items to be higher or lower. The successful quotationer will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful quotationer does not accept the new scenario, it will be offered to the second-placed quotationer. The process will be continued to the Municipality's satisfaction.

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 quotationers 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 Mr Elrico Landrew  
Tel: 028 713 7960 or any Supply Chain Management related enquiries to Ms Carisha Prins at  
Tel: 028 713 7974.

**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 point's 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 SCM INFO AND REPORTS or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)**

## **Background**

The purpose of this closed quotation is to ensure Hessequa Municipality operates effectively, efficiently and economically using ICT equipment. The specifications of this closed quotation is based on the current Dell infrastructure in use by the Hessequa Municipality. Acceptance of an offer will not constitute a commitment towards future purchases on the part of Hessequa Municipality. The present closed quotation will result in the once-off purchase of components as specified in the tables below. The infrastructure pertaining to the current server environment includes the following:

Description	Quantities
Dell PowerEdge 720	3
Dell PowerEdge 730	4
Dell Manage switch X 1052P	8

## **Minimum Specifications**

If your specifications exceeds the required specifications, your quotation will not be penalised or excluded.

## **Alternative Specifications**

If you cannot provide the specification requested and you would like to offer a better alternative, please indicate in the space provided in the tables.

## **Scope of Services and Deliverables**

Quotationers are required to submit detailed technical specifications and prices in a preformatted spreadsheet file that will be provided by Hessequa Municipality.

Please refer to the numbering presented in this document in case of questions.

## **Proof of Vendor-Manufacturer Relationship**

Quotationers must supply evidence for a Vendor-Manufacturer relationship together with their proposals.

## **Proof of experience**

Quotationers must supply evidence as part of their proposal to document they have successfully provisioned similar solutions of comparable capacity and functionality. Quotationers must submit proof of the before mentioned. Evidence of no less than three (3) similar projects/with contact information/references is required.

Quotationers who does not comply with this requirement may be disqualified. Any alternate proposals must include confirmation of compatibility with the current architecture which requires integration with the virtual Citrix Xen Server environment and Dell infrastructure currently in use by the Municipality. Quotationers are encouraged to submit alternate compatible proposals based on their main proposal when such alternate proposals can provide comparable functionality at significant lower cost.

**PRICING SCHEDULE**

NAS

Minimum Specification	Alternative Specification	Comply Y/N
8BAY RACKMOUNT NAS DEVICE		
ENTERPRISE PERFORMANCE 10K HDD-600GB SAS 128MB CACHE		
NAS 4TB 3.5" SATA3 6.0GBPS HDDs		

(\*Ensure that unit price and total prices are completed below)

**Pricing Schedule**

Description	Minimum QTY	Unit Price	Total Price VAT Excl.	Total Price VAT Incl.
8BAY RACKMOUNT NAS DEVICE	1			
ENTERPRISE PERFORMANCE 10K HDD-600GB SAS 128MB CACHE	2			
NAS 4TB 3.5" SATA3 6.0GBPS HDDs	6			
			<b>Subtotal</b>	
			<b>Grand Total</b>	

Delivery Period from Date of Order issue: \_\_\_\_\_ Weeks

**\*\*\*NOTE - DELIVERY IS REQUIRED 5 DAYS AFTER APPROVAL**

**\*\*\*THE NUMBER OF UNITS PURCHASED MAY INCREASE OR DECREASE AT THE DISCRETION OF THE MUNICIPALITY.**

**PRICING INSTRUCTIONS:**

- The intent of this closed quotation is that it be awarded to one successful supplier.
- All prices shall be excluding VAT but including customs or excise duty and any other duty, levy, or other applicable tax.
- All prices shall be in accordance with the units specified in this schedule.
- All prices must include all expenses, disbursements and costs (e.g. transport, overheads, accommodation etc.) that may be required in and for the execution of the work described in the Specification, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the closed quotation is successful).
- All prices will be final and binding.