



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: SCM-FDDM 007 / 2012-13.**

Date: 02 October 2012

Dear: Service provider

### **Request for Formal Written Quotation**

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

### **SUPPLY AND DELIVERY OF OFFICE EQUIPMENT**

**NB:** For detailed specifications to this advertisement please see attached page.

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Wednesday, 10<sup>th</sup> October 2012 on or before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following condition will apply:

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- Prices quoted must be valid for at least (30) days from the date of your offer.
  - Prices quoted must be firm and must be inclusive of vat.
  - A firm delivery period must be indicated, **that is no later than ten (10) working days after issuing an order.**
  - For all transaction exceeding R 30 000.00 your SARS tax Clearance certificate must be furnished.
  - Copy of company registration reflecting equity owned by the members.
  - Copy of Doctors medical certificate confirmation in case of claiming disability points.
  - This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the preferential procurement policy.

**POINTS ALLOCATION FOR 80/20 PRINCIPLE:**

- ❖ PRICE 80
- ❖ **20 POINTS: PREFERENCE WILL BE GIVEN TO RESPONDENTS BASED ON THEIR BBBEE STATUS.**

Failure to comply with these conditions may invalidate your offer.

**NB: Forms for claiming preferential points are available from procurement offices at a cost of R40.00 per copy.**

Yours Faithfully

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GCOBANI MASHIYI  
CHIEF FINANCE OFFICER

## **SPECIFICATION**

1. 24 hrs wall mounted clock (big) x 2
2. Four whistles (four different speed of sound)big/small
3. Memory stick 4G x 4
4. 2 Quire note book hard cover x 4
5. Hp Colour laserjet print cartridge magenta (C9733A x 1, Cyan print cartridge C9731A x 1)
6. SMW adjustable focus green laser pointer pen LAPNGR5F
7. Shredder machines x 1(Intimus Pro 26CC3 paper – shredding machine)
8. 4 x GPS(The Garmin e Trex H GPS Receiver)
9. Big loudhailer x 2 and batteries
10. Camera: Powershot SX120 IS 10.0 MEGA PIXELS x 3
11. Canon backup battery & charger x2
12. Fax printer & photocopier machine 3-in-1 x 1