



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 015/2011-12

Date: 19 September 2011

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.

PROCUREMENT OF A SERVICE PROVIDER TO DELIVER COMPUTER EQUIPMENT

SPECIFICATIONS:

10 Notebooks
10 Mono Laser Printers
10 Desktops
3 Color printers + Color Laser Printer

(Notebooks: Windows 7 Professionals 32; Intel Core i5 2410 M 2.30/2.90 Ghz; 2GB DDR3)
(Desktops: Windows 7 Professionals 32; Intel Core i7 2410 M 2.30/2.90 Ghz; 4GB DDR3)

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 26TH September 2011 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- 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, NOT LONGER THAN 10 WORKING DAYS AFTER ISSUING ORDER.
- For all transaction exceeding R 30 000.00 your original SARS tax Clearance certificate must be furnished.
- Copy of company registration reflecting equity owned by the members must also be attached
- 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 (PPFA).
- No payments will be made to companies other than the one appointed to render this service/provide the goods.
- Premium will be calculated in order to determine the market price for cost effectiveness.
- **MUNICIPAL RATES AND TAXES** information in the bid document must be duly completed.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ PDI (Previous Disadvantaged Individual)	10
❖ WOMAN	2
❖ YOUTH	3
❖ SMME – EMERGING BUSINESS	2
❖ LOCAL CONTENT	3

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R40.00 per copy.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'M.E. MONTAHLLO', written over a horizontal line.

M.E. MONTAHLLO
CHIEF FINANCIAL OFFICER