



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 054/2011-12

Date: 22 February 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 20 COMPUTERS AND 20 PRINTERS

- **SPECIFICATIONS**

DESKTOPS

Processor	Intel Celeron 2.6 GHz or more
Memory	1024GB RAM
Hard drive	160GB HDD or above
Network	10/100 Ethernet
Optical Drive	DVD-RW dual layer drive
Operating System	Windows 7 Home Basic
Monitor	18.5" LCD monitor with built in speakers
Ports	Rear: 4 USB Ports 2.0, Serial Port, Parallel Port, 2PS/2, VGA Port, RJ -45 connector, audio in/out, microphone-in
Input Device	Front: 2 USB Ports 2.0, audio ports USB Optical mouse and Keyboard

PRINTERS

All in one Multifunction Printer

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 29th of February 2012 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 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.
- No payments will be made to companies other than the one appointed to render this service/provide the goods.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ BBBEE Status	20

*PROSPECTIVE BIDDERS WHO WISH TO
CLAIM THESE POINTS ARE REQUESTED TO
ATTACH THEIR **BBBEE** RATING CERTIFICATE.*

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

M. MONGAKE
MUNICIPAL MANAGER