



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3
BULTFONTEIN
9670

Tel: 051 853 1111
Fax: 086 539 3183
E-mail: fwpq@tswelopele.org

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
FWPQ 43 OF 2019-2020
LAPTOP AND ZOOM MEETINGS SUBSCRIPTION**

Formal written price quotations are hereby requested from competent and reputable service providers to assist the municipality with the following goods:

1 x Laptop with the following specifications 15.6 inch 5th generation

- Operating systems - Windows 10 pro(pre-installed)
- Processor – Intel core i7
- Memory – 32G RAM
- Hard disk drive – storage – 1TB (installed/internal)
- Ports – 3 x USB, HDMI, RJ – 45, DVD writer
- Display – 15.6 inch – 17 inch

1X Zoom meetings – Small & medium business - Annual Subscription with 10 hosts including 300 participants.

All quotations must be faxed to 086 539 3183, or e-mailed to fwpq@tswelopele.org not later than Monday, **15 June 2020** before **12H00**.

The following terms and conditions shall apply:

1. Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.
2. Brand offered should be indicated on the quotation
3. Courier services delivery will be the only acceptable method of delivery and cost of delivery must be included in the price.
4. Bids will be evaluated in terms of the preferential Procurement Policy Framework Act using (80/20). Allocation will be 80 preference points for price and 20 preference Points for B-BBEE.

5. The Relevant MBD 4 forms **must** be completed and submitted with the quotation, which can be downloaded from the municipality's website www.tswelopele.gov.za – Home – Documents – Supply Chain Management – SCM Forms – MBD Forms
6. Bidders must submit a Valid Tax Clearance Certificate or SARS Pin, no Quotation may be awarded to any tenderer/bidder whose tax matters have not been declared by the SARS to be in order.
7. Bidders are required to, together with their quotations submit a copy of a valid **B-BBEE certificate** to substantiate their B-BBEE rating claims. Exempted Micro Enterprise must submit a certificate issued by registered auditors or accounting officers with a practice number or submit sworn affidavits.
8. Prices on quotations must be valid for 30 (thirty) days from the closing date.
9. No Payment will be made (in Full or Partially) prior to delivery of goods and the municipality has up to 30 days to settle the account after receiving the relevant invoice / statement from the Service Provider / Suppliers.
10. Suppliers should be registered with Centralised Suppliers Database with National treasury, Please provide the MAAA Number and the unique number for the SCM unit to be able to verify your details with each and every request for quotation.
11. Prospective suppliers should also note that verification with SARS for tax status, Cipro for registration of the business and DTI for verification of the Chartered accountant/auditor for BBBEE will be done with each and every quotation requested/received
12. Non-adherence to any of the conditions may lead to your quotation not to be considered.
13. Council reserves the right to not make an appointment on an advertised request for quotation.

Enquires relating to SCM to be directed to **Mrs. Puseletso Loape** at **0849409951** during working hours

MRE Mogopodi

MUNICIPAL MANAGER

08/06/2020