

DIKGATLONG LOCAL MUNICIPALITY



INVITATION: FORMAL WRITTEN PRICE QUOTATION FOR SEVEN DAYS NOTICE

BID NO: RFQ15/2023/24

Dikgatlong Municipality hereby invites suitably prospective service providers to quote for supply and delivery of laptops. **Sealed** Price quotations clearly marked “**RFQ15/2023/24 Supply and delivery of laptops**” clearly endorsed on the envelope” must be submitted to the Dikgatlong Local Municipality, 33 Campbell Street, Barkly West, 8375. Bids **must** reach the municipality before **12h00 on Tuesday the 28th of November 2023**.

BACKGROUND AND SPECIFICATIONS/ SCOPE OF WORK

| Description | Quantity |
|--|----------|
| Laptop | 2 |
| SSD – 500GB or above | |
| RAM - 8GB or above | |
| CPU – interl i7 11 th generation or above | |
| OS – Windows 11 | |
| Ports – USB C (included) | |

NB: If the bidder does not quote for all the items, then they will be automatically disqualified. The potential service provider must specify the brand that they will supply and deliver in order to be considered.

1. Late, emailed, faxed, incomplete quotes will not be considered.
2. All quotes will be adjudicated and awarded in terms of the Dikgatlong Local Municipality Procurement and Supply Chain Management Policy, the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and the regulations promulgated under this Act. This bid is subject to the General Conditions of Contract and, if applicable, any other Special Condition of Contract.
3. Quotes must be valid for a period of 30 days

4. Suppliers must submit their quotes with the following documentation and or information:

4.1 A valid original Tax Clearance certificate or a valid tax pin.

4.2 A certificate certifying that the bidder has no undisputed commitments for Municipal services towards a municipality or service provider i.r.o. payments which are overdue more than 90 days; if the bidder is the lessee a valid lease agreement together with the municipal account of the landlord or a municipal account of a director if director is a sole owner of the company; or a letter from tribal authority if the service provider operates in rural area.

4.3 Certified evidence of B-B.B.E.E. contributor status by SANAS, IRBA or SANAS accredited agencies or valid affidavit order to claim HDI points.

4.4. MBD 4, 6.1, 8 and 9 must be fully completed and submitted together with a quotation.

4.5. Bidders must be registered on the Central Supplier Data Base.

4.6. The tender will be evaluated in terms of the 80/20 preference points system of which 80 points will be for price and 20 points for specific goals (HDI and Locality) as illustrated below.

| SPECIFIC GOALS | | |
|--|--|--------------------------------------|
| Historical disadvantaged Individuals (10 max points) | Locality (10 max points) | |
| Number of Points for HDI | Locality | Number of Points for Locality |
| 10 points will be awarded to the service provider with more than 50% ownership of the business by HDI. | Within the boundaries of Dikgatlong Local Municipality | 10 |
| | Within the boundaries of Frances Baard District Municipality | 8 |
| | Within the boundaries of Northern Cape | 6 |
| | Within the boundaries of South Africa | 4 |

5. The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid if (a) the bid amounts received are too high; (b) the bids do not comply with the specific bid goals; or (c) objective criteria exist which justify or necessitate the non-acceptance of any bids.

6. Address and the vat number (4450111283) of the municipality must appear on the quote.

7. Failure to meet the above requirements or submission of documents, except for submission of BBBEE certificate or Valid sworn affidavit will lead to disqualification of the quotation.

Enquiries must be directed to: SCM Office at Tel no: (053) 531 6500.

Ms B Tsinyane
Acting Municipal Manager

Notice date: 20/11/2023