

# DIKGATLONG LOCAL MUNICIPALITY



## FORMAL WRITTEN PRICE QUOTATION FOR SEVEN DAYS NOTICE

**BID NO: RFQ25/2024/25**

**Dikgatlong Municipality** hereby invites suitably prospective service providers to quote for Supply, Delivery and Offloading of New Laptops and Desktop PCs. Sealed Price quotations clearly marked “**RFQ25/2024/25 SUPPLY, DELIVERY AND OFFLOADING OF NEW LAPTOP AND DESKTOP PCs**” 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 4<sup>th</sup> of February 2025**.

### BACKGROUND

The Municipality needs to procure New Laptops and PCs for official office use.

### SPECIFICATIONS/SCOPE OF WORK

Laptop x 1 Official	
Description	Qty
1. Laptop (Including Backpack) <ul style="list-style-type: none"><li>• SSD: 500 GB or above;</li><li>• RAM: 8GB;</li><li>• CPU: Intel i5 10<sup>th</sup> Gen or above;</li><li>• OS: Windows 11 pro;</li><li>• Charging unit: Type-C;</li><li>• Network: LAN &amp; WAN;</li><li>• Accessories: Laptop backpack; and</li><li>• Warranty: 2 Years</li></ul>	1

Desktop PC for Call Centre x 3 Officials		
Description		Qty
1.	<b>Desktop PC</b> <ul style="list-style-type: none"> <li>• SSD/HDD: 500GB;</li> <li>• RAM:8GB;</li> <li>• CPU: Intel i5 10<sup>th</sup> Gen or above;</li> <li>• OS: Windows 11 pro;</li> <li>• Network: LAN &amp; WAN;</li> <li>• Audio: Internal Speakers; and</li> <li>• Warranty: 2 Years</li> </ul>	3
2.	<b>HDMI Splitter</b> <ul style="list-style-type: none"> <li>• 1 male to 2 females</li> </ul>	3
3.	<b>Monitor</b> <ul style="list-style-type: none"> <li>• Full HD LED, 22 Inch or above;</li> <li>• HDMI port</li> <li>• USB ports</li> </ul>	6

**NB: If the bidder does not quote for all the items, then they will be automatically disqualified. Please specify the brand name of the laptop and desktops that you have quoted for, failure to do that will also lead to disqualification of the bid.**

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 letter from tribal authority if the service provider operates in rural area.**

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

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

4.5 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 (Locality and HDI) as illustrated below

<b>SPECIFIC GOALS</b>			
<b>Historical disadvantaged Individuals (10 max points)</b>	<b>Locality (10 max points)</b>		
<b>Number of Points for HDI</b>	<b>Locality</b>	<b>Number Points for Locality</b>	<b>of for</b>
<b>10</b> points will be awarded to the service provider with more than <b>50%</b> 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 will lead to disqualification of the bid.

Enquiries must be directed to: SCM Office at Tel no: (053) 531 6500 or email [m.gawuzela@dikgatlong.gov.za](mailto:m.gawuzela@dikgatlong.gov.za)

**Ms. B Tsinyane**  
**Municipal Manager**

**Notice date: 23/01/2025**