

ALFRED DUMA LOCAL MUNICIPALITY

BUDGET & TREASURY

INVITATION TO QUOTE – SUPPLY AND DELIVERY OF THE LAPTOPS

QUOTATION NOTICE

Quotations are hereby invited from interested service providers in terms of section 83 of the Municipal Systems Act, Act 32 of 2000(as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003 for the provision of the following:

2 x HP EliteBook or Equivalent Laptops as per the attached specifications.

For more information, please contact Mr Dean Fourie on the telephone number 036 637 2231 ext. 1020.

QUOTATION SUBMISSION

Sealed quotations, together with the supplier's details, and the notice number clearly indicated on the envelope, must be deposited into the Quotation Box on the **Ground floor (Public Entrance Door)** of the Lister Clarence Building, 221 Murchison Street, Ladysmith, on or before **21 June 2021 at 11:00am**. Quotations received after the said closing date and time and which are not clearly marked will not be accepted.

The 80/20 Preference Point system will be used to evaluate proposals. The 80 points shall be for price and 20 points for BBBEE goals.

Bidders will first be evaluated on the Pre-Qualification/ Functionality criteria.

DOCUMENTS TO BE SUBMITTED TOGETHER WITH QUOTATIONS

- BBBEE Original Copy/Certified Copy;
- Functionality/Pre-Qualification Score-card;
- Latest Municipal Water, Rates and Taxes Account Statement; and
- Declaration of interest form (MBD4) form.

The Municipality will only accept quotations from service providers who are registered on the Central Supplier database.

NB:Suppliers are required to submit their supplier database registration number(MA...).

QUOTATION ENQUIRIES

Further information, as well as detailed specifications, can be obtained from **Mr Emmanuel Zikalala** in the Supply Chain Management unit, at room 218 in the Lister Clarence Building, Murchison Street, Ladysmith, 3370 or at telephone number (036) 637 2231 extension **1233**. The Alfred Duma Local Municipality is not bound to accept the lowest or any quotation and reserves the right to accept the whole or part of the quote or to reject any or all the quotations without stating the reasons thereof.

FUNCTIONALITY SCORE-CARD

1. Only Bidders who have BBBEE Level 1 can quote on this Functionality Invitation.
2. Bidders are required to submit documentary proof in support of the description of items as shown below as part of the bid document. Failure to do so will disqualify your bid.
3. The points allocated column is for Municipal Official use only.
4. Failure to complete/return the pre-qualification score card below will disqualify the whole bid and bidders need to score a minimum of 60% to be eligible for the second stage Evaluation.

NO	Description Items	Maximum Potential Score	Points Claim	Page Reference	Points Allocated
1	NUMBER OF INSTANCES OF PROVIDING SIMILAR SERVICE/EQUIPMENT (PROOF TO BE SUBMITTED IS REFERENCE LETTERS/CERTIFICATE OF COMPLETION)	5 Points per completed service/project of a similar nature maximum points (25)			
2	BANK STATEMENT BALANCE TO BE ATTACHED: R20 000 – R50 000(5) R50 001 – R100 000(15) R100 001 – R200 000(25)	Maximum points(25)			
	TOTAL SCORED	50			

Bidders must obtain a minimum of 60% (30 points) of the functionality points for their proposal to be considered for the second evaluation stage.

NOTICE NO: Q : FINANCE 2021/01

DATED: 14 JUNE 2021


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MUNICIPAL MANAGER

HP EliteBook or Equivalent Laptop

15.6" LCD (Min Display resolution: 1920 x 1080),
Intel Core i7 (10th Gen Minimum),
16GB RAM, 1TB SSD,
Gigabit Ethernet, 802.11 b/g/n WLAN & Bluetooth,
Integrated 3G,
Full keyboard with Numeric Keypad,
Media Card Reader,
Built-in Webcam,
DVD+/- RW Drive (external),
Carry case,
Notebook Lock Cable

Must include:

Microsoft Windows 10 Professional,
Microsoft Office 2019 Professional (Code – no pre-installs will be accepted)
3 Year On-site Warranty