



**RAYMOND
MHLABA**
MUNICIPALITY
UMANYANO KUPHUMHLESO

T 046 645 7400/7451 | F 046 645 2562
8 SOMERSET STREET
FORT BEAUFORT | 5720
P.O. BOX 36 | FORT BEAUFORT | 5720

DATE: 24th October 2024

INVITATION FOR QUOTATION: SUPPLY AND DELIVERY OF 5x LAPTOPS

Completed quotations must be placed in a sealed envelope endorsed with the relevant above-mentioned name of the project and must be deposited in the Bid Box at the offices of Raymond Mhlaba Local Municipality, Corner Market Street, Town Hall, Fort Beaufort 5720, by no later than **12:00, on Thursday, 31st October 2024.**

Preferential Procurement Policy Framework Act points will be awarded as follows:

Price	- 80 Points
Specific goals	- 20 Points
Total	- 100 Points

MANDATORY DOCUMENTS TO BE SUBMITTED AND FAILURE TO DO SO WILL LEAD TO BIDS DEEMED TO BE NON-RESPONSIVE.

- Prices quoted must be firm and must be inclusive of VAT for VAT vendors.
- Bids which are late, not filled in black ink, incomplete, pages not filled in, unsigned or submitted by facsimile or electronically, will not be accepted.
- A confirmation from SARS with a verification pin.
- Certified copy of company CIPC Document.
- Certified ID Copies of Managing Directors/ Owners.
- Original Municipal Billing Clearance Certificate/ statement of account for the company and its directors from your local municipality is a compulsory submission. All service providers must provide municipal billing clearance obtainable from Revenue Manager/ Section. Take note that the municipality will not enter contract with the bidder whose Municipal Bill is more than 3 months in arrears.
- Compulsory submission of MBD forms 4, 8 and 9
- Bidders must be registered on CSD and provide confirmation of registration.
- Specific goals will be allocated at 20 points for SMME's, and means of verification will be a full CSD Report
- No bidders in the service of the state are allowed to bid.

OTHER ADMINISTRATIVE REQUIREMENTS

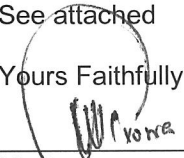
- Raymond Mhlaba Municipality Supply Chain Management Policy will apply.
- Raymond Mhlaba Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and value for money will be the key determinant of the appointment.
- Certified BBBEE certificate or sworn affidavits for EME's and QSE's (non-elimination item).
Certification of documents must be within a period of 90 days and must be originally certified.

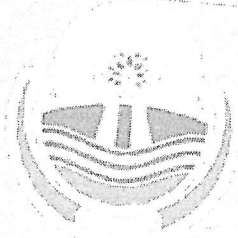
Enquiries should be sent to Mr. A. Tsewu at: atsewu@raymondmhlaba.gov.za, cell no: 073 317 4420

SPECIFICATION

See attached

Yours Faithfully


M. Ngxowa
Chief Financial Officer



MHLABA

Tel: 046 645 7400/7451 Fax: 046 645 2562
8 Somerset Street Fort Beaufort, 5720 P.O.Box 36, Fort Beaufort, 5720

To : Supply chain
From : ICT Department
Date : 14 October 2024
Subject : Notebook Specification

Specification for Notebook

Type	Description	Quantity
Notebook	Notebook Specification 11 th Gen Intel Core-I5 Processor 8GB Memory 512 SSD (Solid State Drive) Hard disk 14" Screen Backpack Bag & Wireless Mouse 3 years warranty	5

Thank You


Mr. A. Tsewu
IT Manager

APPROVED/NOT APPROVED


DIRECTOR COMMUNITY SERVICES
Ms. N. SPEELMAN