



# KWASANI MUNICIPALITY

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR SUPPLY AND DELIVERY OF IT EQUIPMENTS KSM/14/Q/2014/2015

Hereby requesting written quotations for the supply of IT Equipment's as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than **25/11/2014** before **16:00** to: **086 583 2315** E-mail; [sco@kwasani.co.za](mailto:sco@kwasani.co.za)  
 32 Arbuckle Street, Himeville, 3256.  
 Tel: 033 702 1060,

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### SCHEDULE

NUMBER	QUANTITY	DESCRIPTION
1	15	Laptop Specifications <ul style="list-style-type: none"> <li>• Processor : Intel Core (TM) i3 CPU @ 2.40 GHz</li> <li>• Memory : 4GB</li> <li>• Hard Disk : 500GB</li> <li>• System Type : 64 Bit</li> <li>• Operating System : Windows 8</li> <li>• Application Software : Office 2013 Professional</li> </ul>
2	1	Laptop specification: <ul style="list-style-type: none"> <li>• i7 processor</li> <li>• 8GB DDR3 RAM</li> </ul>

		<ul style="list-style-type: none"> <li>• 2 TB HDD</li> <li>• DVD RW</li> <li>• Mouse/Keyboard/Network</li> <li>• Windows 8 Professional</li> <li>• Office 2013 Professional</li> <li>• ArcGIS 10.2 Software</li> <li>• Graphics Card (Nvidia)</li> <li>• Screen size 17' and upwards</li> <li>• USB 2.0 &amp; USB 3.0 ports</li> <li>• Laptop bag</li> </ul>
3	1	<p>Laptop Specifications</p> <ul style="list-style-type: none"> <li>• Processor : Intel Core (TM) i3 CPU @ 2.40 GHz</li> <li>• Memory : 4GB</li> <li>• Hard Disk : 500GB</li> <li>• System Type : 64 Bit</li> <li>• Operating System : Windows 8</li> <li>• Application Software : Office 2013 Professional</li> <li>• Microsoft Project 2013</li> </ul>
4	1	<p>Desktop:</p> <p>Desk top(2.6Ghz Dual Core Intel CPU, 8Gb DDR3 1333mhz RAM, 500Gb Hard Drive, 320W PSU with Case, Keyboard and Mouse, DVD Writer, Windows 8 Professional edition , Microsoft office 2013 Professional edition and business, monitor 19" flat screen.</p>
5	27	Laptop bags

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4 & MBD 6.1 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance certificate

- The successful provider will be the one scoring the highest points.
- Certified of BBEE Certificate.
- **MBD forms are available on our website.**
- The Municipality does not bind itself from accepting lowest bid or any other bid and reserve the right to accept whole or part of the bid.

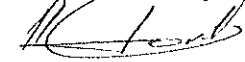
**NB: No quotations will be considered from persons in the service of the state<sup>i</sup>**

Failure to comply with these conditions may invalidate your offer  
**DELIVERY ADDRESS:**

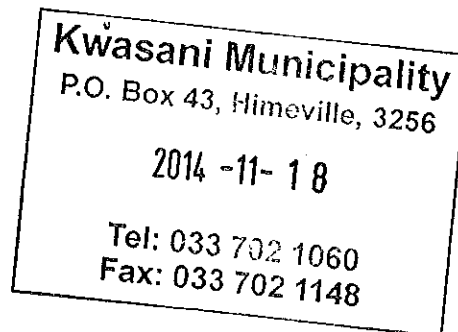
<sup>i</sup> \* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

Yours faithfully



.....  
 Ms NC James  
 Municipal Manager



**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state\*.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

**3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Company Registration Number: .....

3.4 Tax Reference Number: .....

3.5 VAT Registration Number: .....

3.6 Are you presently in the service of the state\* **YES / NO**

3.6.1 If so, furnish particulars.

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3.7 Have you been in the service of the state for the past twelve months? **YES / NO**

3.7.1 If so, furnish particulars.

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- (a) a member of –
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  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.8.1 If so, furnish particulars.

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3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.9.1 If so, furnish particulars

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3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.10.1 If so, furnish particulars.

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3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.11.1 If so, furnish particulars.

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**CERTIFICATION**

I, THE UNDERSIGNED (NAME) .....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder