



PRINCESS MAGOGO BUILDING, 39 Victoria Street, Dundee 3000, Tel: 034 219 1500, Fax: 034 218 1940
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ADVERTISEMENT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS – Q01280 SUPPLY AND DELIVERY OF 5 LAPTOPS, 5 WIRELESS MOUSE, 6 BAGS, 5 MS OFFICE HOME AND BUSINESS 2019 FOR FINANCE DEPARTMENT.

UMzinyathi District Municipality hereby invites offers from suitably qualified and experienced service providers for: **Supply and delivery of 5 laptops, 5 wireless mouse, 6 bags, 5 MS office home and business for finance department.**

Bid documents will be available as from **20 August 2020** on the e-tender portal **www.etenders.gov.za**. **The completed bid document complying with all conditions of this bid must** be deposited in the tender box situated at the offices of the uMzinyathi District Municipality, 39 Victoria Street, Princess Magogo Building, Dundee, 3000, **on or before 12h00 on Thursday, 27 August 2020**. Telegraphic, faxed, emailed tender documents will not be accepted.

Bidders must attach the following mandatory returnable documents in order to be considered for this bid:

- Printed copy tax clearance certificate accompanied by a pin for further verification.
- Certified ID(s) copies of company director(s)
- Certified Proof of company registration,
- Company municipal rates, electricity or water account not older than 3 Months, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- **Completed, stamped (company stamp) and signed Municipal Bidding Document attached in the tender document.**
- **In addition to MBD'S, quotation must be submitted on the company letterhead**
- Proof of registration Central Supplier database.
- Certified proof of BBBEE certificate/Original sworn affidavit

Tenders will be adjudicated in terms of the Council Supply Chain Management Policy on the 80/20 Preferential Point System. It is therefore compulsory that the municipal tender document be used. UMzinyathi District Municipality is not bound to accept the lowest or any quote.

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 and disbursements.
- Prospective vendors must attach all required documentation e.g. Tax Clearance Certificate and BBBEE Certificate.

NB: No quotations will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer.

Enquiries can be directed to **Ms Slindile Mthethwa/ Nonhlanhla Majola** on the contact details enclosed in the bid documents during normal office hours.

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MANAGER: SUPPLY CHAIN MANAGEMENT

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