

## RE-ADVERTISEMENT

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS – Q02692 SUPPLY AND DELIVERY OF 2 LAPTOPS 2 BACKPACKS AND 2 MICROSOFT OFFICE FOR BILLING SECTION

uMzinyathi District Municipality hereby invites offers from suitably qualified and experienced service providers for.

The bid documents must be clearly marked: **Supply, delivery of 2 laptops 2 Backpacks and Microsoft office for billing section.** Bid documents will be available as from **23 May 2023** at [www.umzinyathi.gov.za](http://www.umzinyathi.gov.za) as well as [www.etender.gov.za](http://www.etender.gov.za)

Bid documents must be placed in the tender box situated at the offices of the uMzinyathi District Municipality Offices, 39 Victoria Street, Princess Magogo Building, Dundee, 3000, on or before **12h00 on Tuesday 30 May 2023** where all bids will be opened in public. 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.

Tenders will be adjudicated in terms of the Council Supply Chain Management Policy. 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
- Your valid tax clearance certificate must be attached

**Tender documents sent via Courier services must be deposited in the tender box and not be handed to an employee of uMzinyathi District Municipality. 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 **Mr S Vilakazi**: 034 – 219 1500 or any SCM related issues must be directed to 034 219 1500 (SCM Unit) during normal office hours.

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**MANAGER: SUPPLY CHAIN MANAGEMENT**

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