

# RATLOU LOCAL MUNICIPALITY



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Postal Address  
Private Bag X209  
Madibogo  
2772

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

**DESCRIPTION** : SUPPLY AND DELIVERY OF COUNCILORS LAPTOPS  
**TENDER NO** : NW381/OM/IT29-09/2016/2017 (RE-ADVERT)  
**DATE PUBLISHED** : 07 FEBRUARY 2017  
**BRIEFING SESSION** : N/A  
**CLOSING DATE** : 15 FEBRUARY 2017  
**TIME** : 11H00a.m  
**SUBMISSION ADDRESS** : RATLOU LOCAL MUNICIPAL OFFICES  
SETLAGOLE VILLAGE  
TENDER BOX (GENERALLY OPENED 24 HOURS  
AND 7 DAYS PER WEEK)

The following documents should be submitted with your quotation:

- ❖ CSD Report
- ❖ Certified copy of BBBEE Certificate
- ❖ Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- ❖ Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- ❖ Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority not older than three months

**NB No copies of certified copies will be accepted.**

**All certified copies should not be more than three months from the date of the advertisement.**

The following conditions will apply:

- Price(s) quoted must be valid for a period of 45 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- **80/20 Preferential Points Systems will apply**
- **The price quotation is expected to be within a threshold of R30 000 and R200 000 including VAT**

**N.B** Failure to comply with these conditions may invalidate your offer.

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NW381/OM/IT29-09/2016/2017 (RE-ADVERT)

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AM  
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C.K.P

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**SCOPE OF WORK**

Description	Quantity
Laptop <ul style="list-style-type: none"><li>▪ 15.6" screen</li><li>▪ Core i3 5005U-2GHZ</li><li>▪ Windows 10 professional 64-bit</li><li>▪ 4 GB RAM</li><li>▪ 500 GB HDD</li><li>▪ DVD-RW Drive</li><li>▪ Wifi + Bluetooth</li><li>▪ Carry bags</li></ul>	22

***N.B- BIDDERS ARE ADVISED TO SPECIFY THE LAPTOP BRAND TO BE SUPPLIED***

**FUNCTIONALITY**

**Confirmation Letters of similar Work Conducted (Confirmation letter should be in a letter head of your previous client)**

6 Confirmation letters or more	50
5 Confirmation letters	40
3-4 Confirmation letters	30
2 Confirmation letters	15
1 Confirmation letter	05
No Confirmation letters	00

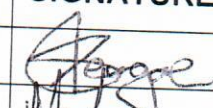



*n.f.c. A.M  
C SK  
K.P*

**Ability to deliver within specified time frame (Commitment letter on letterhead of bidder)**


Delivery within 7 days	50
Delivery within 14 days	20
Delivery within 21 days	15
Delivery more than 30 days	00

**NB: bidders who obtain less than 60% on functionality will be regarded non-responsive and will not be evaluated further.**

**MEMBERS OF THE SPECIFICATION COMMITTEE**

NAME & SURNAME	DESIGNATION	SIGNATURE
K Phutieagae	Chairperson	
K Mongale	Member	
C Tjale	Member	
M Kgori	Requesting Department	

**Approved / ~~Disapproved~~**

  
**Glen Lekomanyane**  
**Municipal Manager**