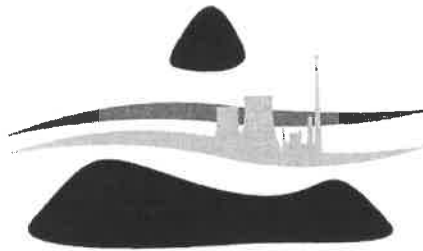


**FEZILE DABI
DISTRICT MUNICIPALITY**



**BID DOCUMENT
NOTICE NO: 010/2023-24
PROCUREMENT OF TWO LAPTOP**

CLOSING DATE 14th SEPTEMBER 2023 @ 12:00PM

PREPARED FOR/BY:

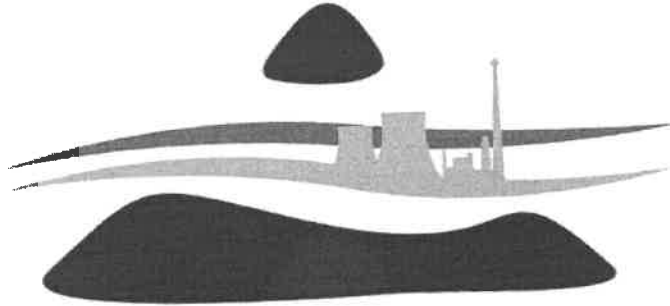
FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

TEL: (016) 970 8600
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT
(016) 970 8600 OR

BIDDER: _____

BID AMOUNT (VAT INCL.): _____



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 010/2023-24

Date: 08 September 2023

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

PROCUREMENT OF TWO LAPTOP

SPECIFICATIONS

Kindly refer to the attached

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 14th September 2023 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- In a case of an event, preference will be given to local service providers
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, **NOT LONGER THAN 7 WORKING DAYS AFTER ORDER.**
- For all transaction tax Clearance certificate must be attached.
- The service provider **MUST** complete the following MBDs form (4, 6.1 and 8) failure to complete those forms will led to disqualification.

- Copy of company registration reflecting equity owned by the members and status.
- ALL service providers are requested to submit a Valid BBBEE VERIFICATION CERTIFICATE together with quotation to claim points on special goals in every procurement.
- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022 and adopted by council on the 28 February 2023
- Only companies registered on the CSD will be considered.
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord stamp or lease agreement with Landlord municipal rates and taxes or Affidavit with Landlord municipality rates and taxes.
- Certified ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) summary report must be attached to the tender/bid document.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ SPECIAL GOALS	20
Special Goals	Points Allocation
Disability (Provide Doctor's note)	10
Locality (within Fezile Dabi District Municipality, proof of address)	10

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non-refundable cost of R50.00 per copy, **bidders are welcome to request the bid document from SCM unit to be email for free.**

Yours Faithfully



M Choshane
ACTING CHIEF FINANCE OFFICER