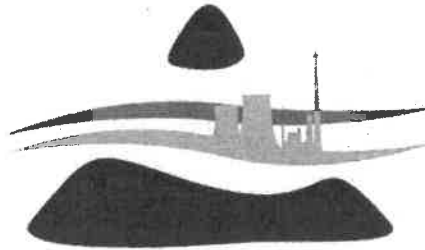


**FEZILE DABI  
DISTRICT MUNICIPALITY**



**BID DOCUMENT**

**NOTICE NO: 009/2023-24**

**RE-ADVERTISEMENT: SUPPLY AND DELIVERY OF ICT EQUIPMENT**

**CLOSING DATE 17 OCTOBER 2023 @ 12:00PM**

PREPARED FOR/BY:

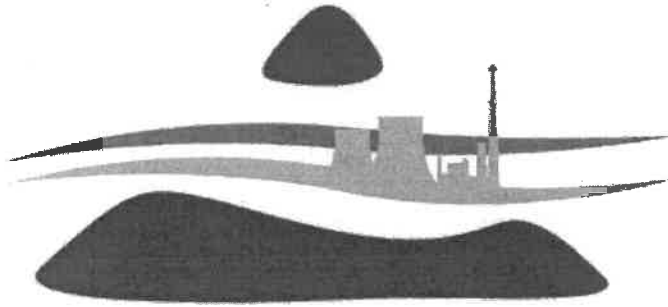
FEZILE DABI DISTRICT MUNICIPALITY  
P.O.BOX 10  
SASOLBURG  
1947

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 009/2023-24**

Date: 11 October 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.

### **RE-ADVERTISEMENT: SUPPLY AND DELIVERY OF ICT EQUIPMENT**

#### **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 17 October 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, 8 and 9) 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

# MEMORANDUM

<b>To:</b> Me. Morongwana Choshane Acting Chief Financial Officer	<b>From:</b> Me. Maletsatsi Mofokeng Senior ICT Officer
<b>CC:</b> Mr. Siphon Thomas Municipal Manager	<b>Date:</b> 01 August 2023

Dear Acting CFO

**RE: ICT EQUIPMENT**

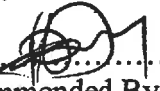
I am requesting to buy the following equipment:


- a. Laptops X 6
- b. Desktop X 6

The above equipment will be used by newly appointed employees and employees that are using old computers. Old computers freeze a lot, they are very slowly, they don't work without electricity, they switch themselves off, it takes time to respond and they are not compatible with our current technology.

- a. Laptops X 6
  - 1. IDP Coordinator
  - 2. Senior ICT Officer
  - 3. Web Developer
  - 4. Internal Auditors X2
  - 5. Finance Intern
- b. Desktops X 6
  - 1. Contract Management Officer
  - 2. Tourism Officer
  - 3. LED Officer
  - 4. Environmental Health Practitioners X2

Hope you find the above in order.

.....  
  
Recommended By:  
Me. Maletsatsi Mofokeng  
Senior ICT Officer

.....  
  
Approved By:  
Me. Morongwana Choshane  
Acting Chief Financial Officer