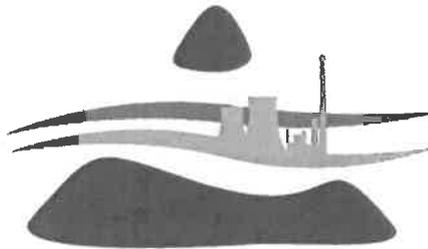


**FEZILE DABI  
DISTRICT MUNICIPALITY**



**BID DOCUMENT**

**NOTICE NO: 039/2023-24**

**SUPPLY AND DELIVERY OF THREE LAPTOPS FOR EXECUTIVE**

**CLOSING DATE 12 FEBRUARY 2024 @ 12:00PM**

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PREPARED FOR/BY:

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

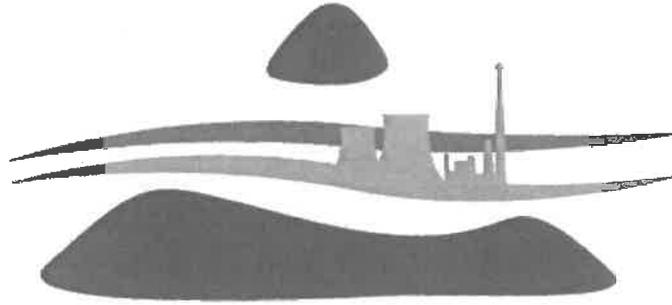
TEL: (016) 970 8600  
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT  
(016) 970 8600 OR

---

BIDDER: \_\_\_\_\_

BID AMOUNT (VAT INCL.): \_\_\_\_\_



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: FDDM 039/2023-24**

Date: 06 February 2024

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.

**SUPPLY AND DELIVERY OF THREE LAPTOPS FOR EXECUTIVE**

#### **SPECIFICATIONS**

**KINDLY REFER TO THE SPECIFICATIONS**

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 12 February 2024 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 BBEE 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.
- 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:**

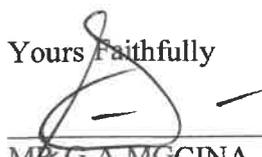
- ❖ PRICE 80
- ❖ Special Goals 20

Special Goals	Points Allocation
Youth 50% owned or more (provide shareholders certificate )	5
Black 50% owned or more(Provide shareholders certificate)	5
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. G. A. MGCINA  
 CHIEF FINANCIAL OFFICER

1. LAPTOP SPECIFICATION, Quantity 3

Operating System	Windows 11 Prof 64-bit
Processor	Intel Core i7-1360P Processor
RAM	16 GB LPDDR5 on board
Storage	512GB SSD
Graphic	Intel Iris Xe Graphic
Display	14 inch OLED Touchscreen
Camera	FHD Camera with IR Function
Connection	Wi-fi 6E and Bluetooth
Ports	3 USB 3.2, HDMI, Headphones,
Processor	13 <sup>th</sup> Generation

