



QUOTE NO: UBU-Q-03/01/15  
Date: 15 JANUARY 2015

**UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT**

Tel : 039 834 7700 / 7745 / 7748 / 7749  
Fax: 039 834 2978 / 039 834 1168  
Email: [procurement@ubuhlebezwe.org.za](mailto:procurement@ubuhlebezwe.org.za)

REF: 25103

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR IT EQUIPMENT**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

**The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender Box. The envelope must be clearly marked "IT EQUIPMENT: UBU-Q-03/01/15" not later than the 28<sup>th</sup> of JANUARY 2015 at 12h00 to: 29 Margaret Street, Ixopo 3276**

The following conditions will apply:

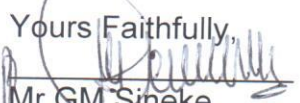
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A proof of registration in the database not older than 12 months
- Proof of municipal accounts not older than 2 months
- **BBBEE Certificate bearing a SANAS LOGO or an auditor's or accountant's practise number (if your certificate does not have these, it will be regarded as invalid)**
- Proof of Company Registration Document or a copy of ID if a Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e rates, water)
- Attach an affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.

**NB: No quotations will be considered from persons in the service of the state.**

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours Faithfully,

  
Mr GM Sineke  
MUNICIPAL MANAGER

ITEM NUMBER	QUANTITY	DESCRIPTION	PRICE
1	5	DESKTOPS	
2	6	LAPTOPS	
3	4	PRINTERS	
		<b>SPECIFICATIONS ARE ATTACHED</b>	
<b>Sub-total</b>			
<b>VAT</b>			
<b>TOTAL</b>			

DELIVERY ADDRESS:  
**UBUHLEBEZWE MUNICIPALITY**  
**29 MARGARET STREET**  
**IXOPO**  
**3276**

DEPARTMENT	EQUIPMENT DESCRIPTION	NAME OF ASSET	SPECIFICATION
CORPORATE	LAPTOP	LENOVO	Windows 7pro, Intel core i5 processor, 64bit Operating system, 4BG RAM.
	DESKTOP	DELL	Windows 7pro, Intel core i3 processor, 64bit Operating system, 2BG RAM.
	DESKTOP	HP	Windows 7pro, Intel core i5 processor, 64bit Operating system, 4BG RAM, SD card reader.
	LAPTOP	HP	Windows 7pro, Intel core i5 processor, 64bit Operating system, 4BG RAM.
	PRINTER	HP	HP laserjet P1102
MM's OFFICE	DESKTOP	HP	Windows 7pro, Intel core i3 processor, 64bit Operating system, 2BG RAM.
	LAPTOP	HP	Windows 7pro, Intel core i3 processor, 64bit Operating system, 4BG RAM.

FINANCE	DESKTOP	HP	Windows 7pro, Intel core i3 processor, 64bit Operation system, 2BG RAM.
	LAPTOP	ACER	Windows 7pro, Intel core i5 processor, 64bit Operation system, 4BG RAM.
	LAPTOP	SAMSUNG	Windows 7pro, Intel core i3 processor, 64bit Operating system, 2BG RAM
	LAPTOP	ACER	Windows 7pro, Intel core i5 processor, 64bit Operating system, 4BG RAM.
	PRINTER	HP	EPSON LQ. 2090
	PRINTER	EPSON	EPSON LQ -300+ ESCP2
	PRINTER	EPSON	HP laserjet P1102
IPD	DESKTOP	ACER	Windows 7pro, Intel core i3 processor, 64bit Operating system, 2BG RAM.