



**INVITATION TO QUOTE
SUPPLY AND DELIVERY OF 5 LAPTOPS
TENDER NO: MM – 007/14/15**

REQUEST FOR QUOTES

Quotes are hereby invited from suitable service providers to supply and delivery of 5 laptops for the Ingwe Municipality.

This quote will be evaluated in terms of the 80/20 Preferential Procurement Point system and the points will be allocated as follows: **80 – Price, 20 - BBBEE**. Late or faxed quotes will not be accepted and the Ingwe Municipality reserves the right not to make an appointment with the bidder. Failure to comply with the above conditions will invalidate your offer.

AVAILABILITY OF DOCUMENTS

Bid documents can be obtained on the Supply Chain Management unit as from the **13th August 2014**, at Ingwe Municipality. The cost of the quote document is **R110.00** which is non-refundable.

DOCUMENTS TO BE SUBMITTED WITH THE QUOTE:

- Valid and original tax clearance certificate
- Certified copy of a certificate of Company Registration with the Registrar of Companies and CC's (CK).
- Certified copies of ID's
- A certified copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other). A letter of exemption can be obtained from the Municipality for incumbents who do not pay for services together with a letter of proof of residency.
- Certified copy of B-BBEE certificate

CLOSING DATE:

Tender documents must be submitted in a sealed envelope clearly marked with the Tender number and closing date and dropped off in the tender box at the **Ingwe Municipality Offices, Main street, Creighton** by no later than **21th August 2014 at 12H00**

Enquiries may be directed to the following persons during office hours (08:00 – 16:30)

SCM related enquires: Manelisi Dlamini (039 833 1038)

Technical Enquiries: Miss. B. Nyenjane (039 833 1038)


MR. N. C VEZI
MUNICIPAL MANAGER