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## OFFICE OF THE MUNICIPAL MANAGER

### REQUEST FOR FORMAL WRITTEN QUOTATIONS

Date : 15 August 2019

Dear : Service provider

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

#### SUPPLY AND DELIVERY OF LAPTOPS

- **Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from Supply Chain Management Unit Office.**

The quotation must be placed submitted on letterhead of your business and can be delivered by hand not later than the **27 August 2019 at 12h00** at **Thabo Mofutsanyana District Municipality (Old Parliament building) in the TENDER BOX.**

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#### **The following conditions will apply :**

- Prices quoted must be valid for at least (30) days from the date of your offer.
- Prices quoted must be firm and should clearly indicate whether price is VAT inclusive or VAT exclusive.
- NB: Please indicate the period of delivery on your quotation which should be regarded as binding if you win this award.
- **Valid original tax clearance certificate must be attached.**

- **Copy of Company registration certificate (CK) reflecting equity owned by the members must be attached.**
- **ID copy/s of members must be attached**
- **Valid original B -BBEE Certificate must be attached.**
- **Municipal rates or / Certificate relating to the payments of rates must be attached.**
- **This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the Preferential Procurement Policy framework Act No 5 of 2000.**

**POINTS ALLOCATION FOR 80/20 PRINCIPLE:**

❖ PRICE	80
❖ B-BBEE STATUS LEVEL CONTRIBUTION	20

**NB : No quotation will be considered from persons in the services of the state.**

Failure to comply with these conditions may invalidate your offer.

Yours Faithfully

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**Me T.P.M Lebenya**  
**Municipal Manager**

