



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR ORDERS
ABOVE R30 000.00 BUT LESS THAN R200 000.00**

REFERENCE NO. UTD/SCM/1584/2020

**SUPPLY AND DELIVERY OF PRINTER CARTRIDGES FOR UTHUKELA
DISTRICT MUNICIPALITY.**

17 FEBRUARY 2020

UThukela District Municipality is hereby invites quotations from qualified and experienced service provider for the following:

Item No.	Specifications	Quantity
1	HP LASERJET 131A CYAN	10
2	HP LASERJET 131A YELLOW	10
3	HP LASERJET 131A BLACK	15
4	HP LASERJET 131A MAGENTA	10
5	HP LASERJET 55A BLACK	02
6	HP LASERJET CE 261A CYAN	01
7	HP LASERJET CE 262A YELLOW	01
8	HP LASERJET CE 263A MAGENTA	01
<u>SPECIAL CONDITIONS:</u>		
<ol style="list-style-type: none"> 1. Suppliers are to adhere strictly to the specifications given. 2. Not adhering to the specifications, will result in the quotation not being considered. 3. Faxed or e-mailed quotations will not be accepted. 4. 7 days urgent. 		

GENERAL CONDITIONS

Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement) Room 51.

1. Sealed quotations outwardly marked: **Ref. No. UTDM/SCM/1584/2020:**
2. **Supply and delivery of printer cartridges for uThukela Municipality within uThukela District** . must be addressed to the **Municipal Manager** and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on Monday 24 February 2020**
3. **MBD1, MBD4, MBD6.1, MBD6.2, MBD6.11 and MBD8** forms must be filled in and submitted **together with the quotation.**
4. All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**
5. In terms of Regulation 6, the **80/20 preference point system will be applicable**, with 80 points for Price and 20 Points for B-BBEE Status Level of Contribution.
6. Prices quoted must include value added tax, delivery charges and off-loading to the municipal premises.
7. **Any quote will not necessary be accepted and the Council Reserves the Right to Accept the whole or any Part of Any quote.**
8. **Certified Copy of Sanas:** B-BBEE Certificated or Proof of Exemption **must** be included in the Bid document.
9. **A valid original Tax clearance** certificate **must be** submitted together with the document.
10. Prices altered by means of correction fluid **will not** be considered
11. **Preference will be given to Database Suppliers**
12. **A current (30 days) Business and or Business Residential municipal account for all services must** be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.
13. **Proof of registration, on the central supplier database for government.**
14. **Local Production content:**
 - 9.1 **An organ of state must, in the case of designated sectors, where in the award of tenders local production and content is of critical importance, advertise such tenders with a specific tendering condition that only locally produced goods, services or works or locally manufactured goods, with stipulated minimum threshold for local production and content will be considered.**
15. **Pre-qualification:**
 - Only tenderers with B-BBEE Level 1 will qualify.**

Enquiries may be directed to: BF MANANA

Tell: 036 638 5121

Checked by: Lwazi Ngwenya (SCM Manager)



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NZ KHUZWAYO
ACTING MUNICIPAL MANAGER

UTHUKELA DISTRICT MUNICIPALITY