



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

**REFERENCE NO. UTD/SCM/037/2022**

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

**02 NOVEMBER 2022**

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

Item No.	Specifications	Quantity
01	HP Laserjet 83A	04
02	Brother TN 2355	05
03	HP Laserjet 728	06
04	HP Laserjet 55A	05
05	Canon 728	04
06	Samsung 101s	04
07	HP Laserjet pro 400 H505/280A	03
08	HP Laserjet A35	04
09	Brother MFC 9140 (285M,296C,296Y,281BK)	04 each
10	HP Laserjet 201A (400A Black, 403A Magenta, 401A Cyan, 402A Yellow	04 each
11	Cannon 731 (black, yellow, cyan, magenta)	04 each

	<p><b><u>SPECIAL CONDITIONS:</u></b></p> <ol style="list-style-type: none"> <li>1. Not adhering to the specifications, will result in the quotation not being considered.</li> <li>2. Service must commence within 14 days of receiving official order</li> <li>3. Prices must be valid for at least thirty (30) days from date of offer.</li> <li>4. Faxed or e-mailed quotations will not be accepted.</li> </ol>	

**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/037/2022: Supply and delivery of cartridges must be addressed to the **Municipal Manager** and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on Monday 14 November 2022.****
- 2. MBD1, MBD4, MBD6.1, MBD6.2, MBD6.11 and MBD8 forms must be filled in and submitted **together with the quotation.****
- 3. 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, 2011.****
- 4. 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.**
- 5. Prices quoted must include value added tax, delivery charges and off-loading to the municipal premises.**
- 6. Any quote will not necessary be accepted and the Council Reserves the Right to Accept the whole or any Part of Any quote.**
- 7. Certified Copy of Sanas: B-BBEE Certificated or Proof of Exemption must be included in the Bid document.**
- 8. A valid original Tax clearance certificate must be submitted together with the document.**
- 9. Prices altered by means of correction fluid will not be considered**
- 10. Preference will be given to Database Suppliers**
- 11. 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.**

**Enquiries may be directed to: Seema Singh**

**Tell: 036 638 5100**

**Checked By : Lwazi Ngwenya (SCM Manager)**

  
**BB SITHOLE**  
**CHIEF FINANCIAL OFFICER**

  
**MB MNGUNI**  
**MUNICIPAL MANAGER**

  
**JN MADONDO**  
**MINISTERIAL REPRESENTATIVE**