

Date of Advert: 31 March 2017



EMADLANGENI MUNICIPALITY

Dear Sir / Madam

REQUEST FOR WRITTEN PRICE QUOTATIONS

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 not later than **Thursday, 20 April 2017 at 12H00**.

The quotation can either be hand delivered at **the reception area of Emadlangeni Municipal offices, 34 Voor, Utrecht**; OR faxed to: **034 331 4312, OR 086 457 5500** Email: scm@emadlangeni.gov.za for the attention of the SCM Office.

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.
- Bidders must complete MBD4; 6.1; 8 & 9 forms obtainable from the municipal website and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database and Central Suppliers Database (CSD).
- Bidders must enclose the valid tax clearance copy and BBBEE certificate.

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Nombali Madondo
Procurement Officer
Tel: 034 331 3041

PRICING SCHEDULE

ITEM No.	DESCRIPTION OF GOODS /SERVICES <u>Supply and Delivery of Printer</u>	QUANTITY												
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td>Number Of Users:</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Speed</td> <td style="text-align: center;">At least 22ppm</td> </tr> <tr> <td>Printer Description</td> <td>Colour A4 & A3 multi-functional with automatic Duplex printing and wired and wireless printing as well as mobile device print capabilities. Volume ≥ 2500/month</td> </tr> <tr> <td>Warranty</td> <td>Service Maintenance Plan</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>Suppliers should quote on both lease and buying outright (owning) and outline conditions for each option.</p> <p>For queries please contact M. Jele (IT Officer):0343313041/JeleM@emadlangeni.gov.za</p>			Number Of Users:	10	Speed	At least 22ppm	Printer Description	Colour A4 & A3 multi-functional with automatic Duplex printing and wired and wireless printing as well as mobile device print capabilities. Volume ≥ 2500/month	Warranty	Service Maintenance Plan			3
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DELIVERY ADDRESS:

*MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.
