

Date of Advert: 06 February 2018



**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 **Wednesday, 14 February 2018 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](mailto:scm@emadlangeni.gov.za) for the attention of the SCM Office.

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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 and 9 forms obtainable from the municipal SCM office or 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 state<sup>1</sup>**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

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**Nombali Madondo**  
**Procurement Officer**  
**Tel: 034 331 3041**

**PRICING SCHEDULE**

ITEM No.	DESCRIPTION OF GOODS /SERVICES		QUANTITY
	<u>Rental of Multifunction Colour Laser Printer</u>		
1.	Functionality	Multifunction Colour Laser Printer	1
	Number Of Users:	10	
	Speed	At least 22ppm	
	Printer Description	<b>Colour</b> A4 & A3 multi-functional with automatic Duplex printing and wired and wireless printing as well as mobile device print capabilities. With a stand.	
	Volume	≥ 2500/month	
	Type of Lease	Operational Lease	
	Duration of Lease	36 months	
	Warranty	<b>Service Maintenance Plan</b>	
	<b>For queries please contact M. Jele (IT Officer):0343313041/JeleM@emadlangeni.gov.za</b>		

**DELIVERY ADDRESS:**

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\*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

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(f) An employee of Parliament or a provincial legislature.