



REQUEST FOR FORMAL QUOTATION (RFQ/001/2024-25)

SUPPLIERS ARE HEREBY INVITED TO SUBMIT FORMAL PRICE QUOTATIONS FOR THE FOLLOWING,

DESCRIPTION	QUANTITY	SPECIFICATIONS	TECHNICAL CONTACT PERSON
Supply and delivery of Laptops, including backpacks	6	See attached	Ms. Lerato Khaeane (ICT Practitioner) Email: <a href="mailto:lkhaeane@nala.org.za">lkhaeane@nala.org.za</a>

The quotation must be submitted on the letterhead of your business in a sealed envelope and must be **DELIVERED** to the address stated below, not later than **28 August 2024 @12H00**

Further note the following:

- The Municipality will apply its Supply Chain Management Policy and the preferential procurement policy to select suitable bidder.
- Price(s) quoted must be valid for at least thirty (30) days from the date of your offer.
- Evaluation criteria of 80/20 preference points system will be applicable. (80 points for price and 20 points for specific goals),

**Returnable Documents (Compulsory)**

- The quotation (proposal) which must be on the letterhead of the business.
- MBD1, MBD4, MBD6.1, MBD8 and MBD9 (**uploaded on E-Tender**) must be scrutinized, completed, and submitted together with your bid(proposal). Non-Compliance to this request will lead to disqualification.
- **B-BBEE Certificate** - a valid original or certified B-BBEE status level verification certificate (SANAS accredited) or sworn affidavit must be submitted to validate the claim for specific goals.
- The tenderer shall submit a Municipal Billing Clearance Certificate/municipal rates and service charges statement (**for July 2024**) of Director(s) and Company or lease agreement in case of rental. Should the tenderer not be based in the Nala Local Municipality, shall submit a Municipal Billing Clearance Certificate/ municipal rates and service charges statement (**for July 2024**) of Director(s) and Company issued by the municipality in which he/she is based or lease agreement in case of rentals.
- A valid SARS Tax compliance status pin certificate to be submitted (**It is the responsibility of the bidder to ensure that the company's Tax Status always remains compliant**).
- Central Supplier Database Summary report.
- Certified Cipro Certificate.
- Certified Copies of Directors' Identity document must be submitted.

Address: Nala Local Municipality, Tender box, 8 Preller Street, Bothaville, 9660. All Compliance enquiries to be directed to Mr. M Maletle (Manager: Supply Chain & Assets), [mmaletle@nala.org.za](mailto:mmaletle@nala.org.za), 056 514 9200.

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 Mr S.J Lehloenya  
 (Municipal Manager)  
 Nala Local Municipality  
 9660  
 Date: 19/09/2024

## 1. Specifications for 4 Laptops

<b>General specifications</b>	
Computer Type	Laptop
Numeric Keypad	Yes
Backlit Keyboard	Yes
Operating System	Windows 10 PRO
Max Processing Speed	5 GHz
Processor	Intel Core i7
<b>Display</b>	
Screen Size	15.6-inch
Display Brightness	250 nits
Resolution	Full HD (1920 x 1080)
Display Technology	LED
Refresh Rate	60 HZ
Camera Resolution	720p
<b>Connectivity</b>	
USB Type-C Ports	1
HDMI Output	Yes
USB 2.0 Ports	2
Bluetooth	Yes
Built-in Wi-Fi	Yes
Auxilia Audio Output	Yes
<b>Storage</b>	
Storage Technology	SSD (Solid State Drive)
Storage Type	SSD - Solid State Drive
HDD Capacity	N/A
SSD Capacity	1TB
<b>Memory</b>	
RAM Type	DDR4
RAM Capacity	16GB
RAM speed	3200MHz

Where laptop does not have a built-in rj45 please add:

USB 3.0 to 10/100/1000 Gigabit Ethernet USB to RJ45 Lan Adapter

## 2. Specifications for 2 Laptops

General specifications	
Computer Type	Laptop
Numeric Keypad	Yes
Backlit Keyboard	Yes
Operating System	Windows 10 PRO
Max Processing Speed	5 GHz
Processor	Intel Core i7
Display	
Screen Size	17.3-inch
Display Brightness	250 nits
Resolution	Full HD (1920 x 1080)
Display Technology	LED
Refresh Rate	60 HZ
Camera Resolution	720p
Connectivity	
USB Type-C Ports	1
HDMI Output	Yes
USB 2.0 Ports	2
Bluetooth	Yes
Built-in Wi-Fi	Yes
Auxilia Audio Output	Yes
Storage	
Storage Technology	SSD (Solid State Drive)
Storage Type	SSD - Solid State Drive
HDD Capacity	N/A
SSD Capacity	1TB
Memory	
RAM Type	DDR4
RAM Capacity	16GB
RAM speed	3200MHz

Where laptop does not have a built-in rj45 please add:

USB 3.0 to 10/100/1000 Gigabit Ethernet USB to RJ45 Lan Adapter