



**UMZIMVUBU**  
LOCAL MUNICIPALITY

ADVERT DATE: 31 October 2016

**SERVICE PROVIDER TO SUPPLY AND DELIVER 11 LAPTOPS WITH CARRYBAGS AND 3G DONGLES**

Bidders are hereby invited to submit quotation for supply and delivery of 11 Laptops with carrybags 3G dongles. Terms of Reference will be available on the website and scm office for free.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality with Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 11 November 2016**. All tenders must be clearly marked "Name of the project and Reference number indicated above.


No Service provider will be considered if a person(s) working for the service of the State

**Enquiries:**

All technical enquiries may be directed to Mr. S. Ntanteni 039 255 8500 SCM Mr T Mbukushe 0392558555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**Attention: Mr G.P.T. Nota**  
**813 Main Street or P/Bag X9020**  
**MT FRERE**  
**5090**  
**Tel: (039) 255 -8500**  
**Fax: (039) 255 01673**

  
**G.P.T. NOTA**  
**MUNICIPAL MANAGER**



## UMZIMVUBU LOCAL MUNICIPALITY

### TERMS OF REFERENCE

#### **NAME OF THE PROJECT: PROCUREMENT OF LAPTOPS FOR TRADITIONAL LEADER**

##### **1. INTRODUCTION OF THE PROJECT**

Umzimvubu Local Municipality seeks to acquire services from a reputable Service provider to supply and delivery 11 laptops for Umzimvubu Traditional.

##### **2. AIM OF THE PROJECT**

To ensure that Umzimvubu resources or enabling facilities provided by a municipal traditional leader to enable effective and efficient fulfillment of his/her duties in the most cost effective manner, and Umzimvubu Local Municipality will provide all laptops as assets of Umzimvubu Local Municipality.

##### **3. SPECIFICATION**

- DEVICE NAME: PRO-BOOK
- PROCESSOR: INTEL CORE I3-6100U (2.30 GHZ)
- MEMORY: 4GB RAM
- HDD MEMORY: 500GB
- SCREEN SIZE: 15.6-INCH HD LED DISPLAY
- DVD+/-RW SUPER-MULTI DL
- INTEL HD GRAPHICS 520
- WIRELESS AC + BLUETOOTH
- WIN 7 PRO INSTALLED + WIN 10 PRO DVD IN BOX
- 11 x Vodacom 3G dongles
- ONE YEAR WARRANT WITH LAPTOP BAG

##### **4. SCOPE OF WORK**

- 4.1. Procure and deliver laptops
- 4.2. Procurement and delivery Vodacom 3G dongles
- 4.3. HP laptops bags

## **5. KEY DELIVERABLES**

- 5.1. HP Laptop
- 5.2. HP Laptop Bag
- 5.3. Dongles and
- 5.4. Recovery and Windows 10 Pro Disc
- 5.5. Documented warrant

## **6. CONDITIONS OF THE CONTRACT**

- NONE.

## **7. PROJECT MANAGEMENT**

The Service Provider MUST work very closely with the Municipality ICT Unit.

## **8. PROJECT TIMEFRAME**

One (1) month.

## **9. PROJECT BUDGET**

- 9.1. Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work".
- 9.2. Service providers must present a proposal driven by cost saving methods and prices which are commensurate to the specified scope of work.
- 9.3. The successful service provider shall be paid for services rendered on presentation of original tax invoice.

## **10. EVALUATION CRITERIA**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 POINTS WILL BE AWARDED AS FOLLOWS:-**

Received Responsive Proposals will be evaluated based on the following criteria

The bid will be evaluated in two stages namely:

ITEM Weight

- 10.1. Stage 1 – Functionality

**IMPLEMENTATION PLAN**

## 10.2. Stage 2 - Price and Preferential Points

### EVALUATION – PRICE & PREFERENTIAL POINTS 100

Price	80
BBBEE POINTS	20

## 11. ICT Legal Register

An important requirement of the Corporate Governance of ICT Policy Framework is compliance with applicable legislation. Key legislative sources that will influence the implementation of the Corporate Governance of ICT Policy Framework include:

- 11.1. Constitution of the Republic South Africa Act 108 of 1996
- 11.2. Basic Conditions of Employment Act 75 of 1996
- 11.3. Compensation for Occupational Injuries and Diseases Act 130 of 1999
- 11.4. Consumer Protection Act 68 of 2008
- 11.5. Copyright Act 98 of 1978
- 11.6. Employment Equity Act 55 of 1998
- 11.7. Public Service Act and Regulations (as amended)
- 11.8. Public Finance Management Act
- 11.9. State IT Agency Act and Regulations (as amended).

## 12. Where to Submit:

All submissions must be clearly marked:

- 12.1. 11 Laptops for Traditional Leaders
- 12.2. And be addressed for the attention of Mr. G.P.T. Nota

Submissions must be hand delivered to the Municipal Offices in Mount Frere and deposited in the quotation box situated at Supply Chain Office at 813 Main Street, Mount Frere.

**Due date for the submission of proposal is..... at 12H00. NO LATE  
SUBMISSIONS WILL BE CONSIDERED.**

**INFORMATION AND QUERIES  
TECHNICAL QUERIES**

To the attention of Mr. T Funani

Phone: +2739 255 8568

Fax : +2739 255 0167

Email: Tozamile.Funani@umzimbvubu.gov.za

**12.3. OTHER QUERIES**

Any other queries related to the bid must be addressed to the attention of Mr. G.P.T.  
Nota - Municipal Manager

813 Main Street

Private Bag X 9020

MOUNT FRERE

5090

Phone: +2739 255 8510

Fax : +2739 255 0167

