



**FORMAL QUOTATION: 87/NC061/10/2018
SUPPLY AND DELIVERY OF CARTRIDGES**

CLOSING DATE: 1 NOVEMBER 2018

CLOSINGTIME: 12H00

Richtersveld Municipality hereby invites prospective suppliers to quote for the following: SUPPLY AND DELIVERY OF CARTRIDGES.

Formal quotation sealed and clearly marked **“FORMAL QUOTATION: SCM: 87/NC061/10/2018: “SUPPLY AND DELIVERY OF CARTRIDGES”** must be placed in the Municipal Tender box, at the office of Richtersveld Municipality or posted to the Municipal Manager, Private bag X113, Port Nolloth, 8280 (for attention: Tender Box) no later than 12h00 on TUESDAY 01 November 2018. Tenders should not be faxed or emailed as only original copies will be considered.

The municipality reserves the right to withdraw any invitation to Quotation and / or re-advertise or to reject any formal quotation or to accept a part of it. The municipality does not bind itself to accept the lowest formal or award a contract to the bidder scoring the highest number of points. Potential bidders should note that all projects in terms of this quotation may not materialize.

Formal tenders will be evaluated and adjudicated in terms of 80/20 Preference Point System prescribed by the Preferential Procurement Policy Framework Act (Act5 of 2011) and the Municipality's Supply Chain Management Policy.

Following conditions will apply to the tender

- An original Tax Clearance Certificate must be submitted.
- An original or certified Broad Based Black Economic Empowerment (BBBEE) Certificate must be submitted to obtain point for BBBEE Status Level. Bidders who qualify for Exempted Micro Economic Enterprise (EME) in terms of BBBEE act must submit a certificate issued by an Accounting officer as contemplated by the Close Corporation Act or a Verification Agency accredited by SANAS or a registered auditor.
- Price quoted must be valid for 90 days.
- Price quoted must be firm and inclusive of VAT.
- Proof of Central Supplier Database Register.
- Municipal account should not be in arrears.
- Preference will be given to local suppliers.

Prospective bidders must have prior knowledge and experience of developing similar projects and provide references thereof.

No Quotation will be considered from a person or company who, for the past five years has been convicted of

- Fraud, corruption or any criminal offense
- The strike, premature termination of unsuccessful completion of government contracts
- No Quotation will be considered to persons in the service of the state.

It is prerequisite that all prospective service providers who are not yet registered on the Richtersveld Accredited Supplier Database register without delay by completing the prescribed form. Application forms are obtainable on our website www.richtersveld.gov.za or at SCM unit

Enquiries relating to the specifications can be addressed to **Deloris Cloete** at telephone **(027) 851 1126**

A set of Quotation documents with detailed specifications can be obtained on the municipal website before the specified date and time. Documents may be collected during work hours after 8:00 from **23 October 2018** at Deloris Cloete in the Supply Chain Management Unit of Richtersveld Municipality at a cost per page as determined by the approved tariff list or alternatively be e-mailed at no cost.

For more details contact Deloris Cloete at (027) 851 1126.



.....
GARETH CLOETE
ACTING MUNICIPAL MANAGER
Richtersveld Municipality
Tel: (027) 851 1111
Fax: (027) 851 1101

DATE: 23 OCTOBER 2018

SPECIFICATIONS

- 1 X FUSER KIT 110V-C1N54A, 220V-1N58A
- 2 X CYAN CARTRIDGE 827A (CF301A)
- 1 X BLACK CARTRIDGE 827A (CF301A)
- 23 X CYAN CARTRIDGE 126A (CE311A)
- 24 X BLACK CARTRIDGE 126A (CE310A)
- 23 X YELLOW CARTRIDGE 126A (CE312A)
- 24 X MAGENTA CARTRIDGE 126A (CE313A)

PLEASE ATTACH THE QUOTATION ON THE LETTERHEAD OF YOUR COMPANY

ALL PRICES MUST INCLUDE VAT(IF REGISTERD FOR VAT) AND MATERIAL TO BE DELIVERED IN PORT NOLLOTH (TRANSPORT MUST BE INCLUDED IN PRICE).