



CITY OF uMHLATHUZE

TENDER 8/2/1/UMH1296-23/24: SUPPLY, DELIVER AND OFFLOAD OF BUSINESS NOTEBOOKS WITH DOCKING STATIONS, DESKTOPS, MONITORS AND PERIPHERALS.

Tenderers are hereby invited from suitably qualified suppliers for the following:

| Bid Number | Bid Descriptions | No-Refundable Tender Fee | Preferential point system | Opening Date for Bid Document Collection | Compulsory Briefing Session Date, Time and Venue | Bid Closing date and time |
|---------------------|---|--------------------------|---------------------------|--|--|---------------------------|
| 8/2/1/UMH1296-23/24 | SUPPLY, DELIVER AND OFFLOAD BUSINESS NOTEBOOKS WITH DOCKING STATIONS, DESKTOPS, MONITORS AND PERIPHERALS. | R 545.00 | Price=80 Equity=20 | 18/03/2024 | None | 04/04/2024 12h00 |

Note: Mandatory requirements for tenders:

- **Prequalification Criteria:** Bidders must submit a valid Original Equipment Manufacturer (OEM-accredited) approved business partner letter or certificate for the proposed laptop brand (with a clear indication of the validity period). **NB: Failure to submit of OEM certification or partnership will lead to tender disqualification.**
- **Regulation 44 of the Supply Chain Management Regulations,** states that the Municipality may not make any award to a person who is in the service of the state (government), and if that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or who is an advisor or consultant contracted with the Municipality or municipal entity.
- All bids are subject to the terms and conditions contained herein and in the bid documentation as stipulated by various legislations governing public procurement, including the City of uMhlathuze's policies
- uMhlathuze Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.

Submission of bids

- Sealed bids, **clearly endorsed: "TENDER NO: 8/2/1/UMH1296-23/24"**: must be placed in the Bid box at the Stores and Procurement, Alton, Richards Bay **before 12:00 noon on 4 APRIL 2024.**
- The Tenderers **details and return address** must be indicated on the back of the sealed envelope in which the Tender is deposited. This is required to return tenders in cases where it may be necessary.
- Only tender documents purchased from the Municipality will be considered for evaluation.
- The intention to award or cancellation notice will be published on the Municipal website.

Special Instructions

- **Tender documents will not be issued from seven (7) days before the closing date of this tender.**

Tender Documents will be available at the Customer Service Desk, Civic Centre, 5 Mark Strasse, Richards Bay, Telephone (035) 907 5996 from 18 MARCH 2023 at 12h00. Please note that to obtain a Tender Document, payment of the non-refundable deposit can be made at the Rates Hall-Civic, Richards Bay, or payment may also be made directly into Council's bank account: FNB Richards Bay Account number 63039446843.

Reference: "Tender No:, Name of Company:"

No documents will be handed out unless the tenderer or his representative produces a receipt for the deposit. Only EFT or cash will be accepted as a payment method, and EFT will be made in favour of uMhlathuze Municipality. It should be noted that the Rates Hall closes at 15:00 on weekdays for receipt of payments.

Should use be made of a Courier Company to collect tender documents on behalf of your company, proof of payment and arrangement for the collection of the tender documents must be emailed to ShabalalaNT@umhlathuze.gov.za, Lungi.Mbatha@umhlathuze.gov.za and Faith.Mkhwanazi@umhlathuze.gov.za.

Council will not accept responsibility for the late delivery of Tenders by courier services or any other means not placed in the tender box on or before the date and time of closing of the tender.

Enquiries can be directed to **Mr Arnold Allen**, email address allena@umhlathuze.gov.za and **Mr Lindumusa Nxele**, email address nxelelj@umhlathuze.gov.za.

Tenderers who have not been contacted within 120 days after the closing date of this tender must accept that their tender was unsuccessful.

Civic Offices
Private Bag X1004
RICHARDS BAY
3900
MN/08/2024
DMS 1641845

MR. NG ZULU
CITY MANAGER