



PART A: MBD1
GREATER TZANEEN MUNICIPALITY
GROTER TZANEEN MUNISIPALITEIT

SUPPLY CHAIN MANAGEMENT UNIT
DEPARTMENT: CORPORATE SERVICE

QUOTE DESCRIPTION: SUPPLY AND DELIVERY OF TEN (10) LAPTOPS AND BAGS FOR NEWLY APPOINTED DIRECTORS & TRIBAL AUTHORITIES

QUOTE NO: SCMU Q 18/2022

Bidders are hereby invited from interested service provider for supply and delivery of ten (10) laptops and bags for newly appointed directors & tribal authorities. Documents are obtainable at Greater Tzaneen Municipality Supply Chain Management Offices and Municipal website.

Interested bidders must attach proof of the following documents to avoid disqualification:

1. CSD report (not older than 3 months), certified copies of ID's for all directors of the company,
2. Statement of municipal rates and taxes for both company and directors appearing in the CK (not older than 3 months)/ letter from traditional authority not older than 3 months for the company and the directors/ copy of Lease Agreement with 3 Months proof of payment only (No statements), certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction.
3. Valid tax pin or tax clearance, certified or original B-BBEE certificate/affidavit (combined BBBEE certificate if Joint Venture), signed joint venture agreements in case of a joint venture companies.
4. Initial every page of the quotation document and complete MBD form in full.

Third parties must sanitise/ wear gloves when preparing their bid document. Completed bid documents

with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into

Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Bid No: **SCMU Q 18/2022**,

postal address and contact details of the bidder.

Documents will be available at www.greatertzaneen.gov.za and Supply Chain Office from the date advert.

Closing date: 07 September 2022 @ 12:00 at Greater Tzaneen Municipality; Civic Centre;

Council Chamber.

Bidders must note that briefing session will **Not** take place.

Bidders shall take note of the following bid conditions:

- a) Greater Tzaneen Municipality Supply Chain Management Policy will apply on this quotation.
- b) Broad Based Black Economic Empowerment (B-BBEE) Act will apply, and Council reserves the right not to appoint.
- c) No bidder will be appointed if not registered on Central Supplier Database.
- d) Late, incomplete, unsigned, faxed, or emailed bids will not be accepted.

Technical enquiries should be directed to Ms. A. Mailula @ 015 307 8198
Administrative enquiries must be directed to Ms. Z. Ramothwala @ 015 307 8199