 **Newcastle Municipality**

**STRATEGIC EXECUTIVE DIRECTOR:**

**BUDGET & TREASURY OFFICE**

**SUPPLY CHAIN MANAGEMENT UNIT**

Date: 23 May 2018

Dear Supplier

# REQUEST FOR QUOTATION: QUOTE NUMBER SC0052

Kindly furnish me with a written quotation for the supply of the goods as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can either be deposited on the QUOTATION BOX, 1st floor Civic Centre, Murchison Street; delivered to Supply Chain Management Unit, 2nd floor; or emailed to the below details, by ***not later than the specified date underneath****.* ***Please note that no quotations received after the closing time will be considered.***

**Email :** [Sibusiso.Mabizela@newcastle.gov.za](mailto:Sibusiso.Mabizela@newcastle.gov.za)

**Procurement enquiries :** Sibusiso Mabizela (034 – 328 7811)

**Technical enquiries :** Sibusiso Dlungwane (072 401 2049 / 034 – 328 7660)

The following conditions will apply:

1. **Format of quotation must adhere to the following:**
   1. Quotation must be on the company letterhead and made out to the Newcastle Municipality. The word **QUOTATION** must be clearly stated at the top of the quotation
   2. Quotation must be clearly dated and valid for at least **thirty (30)** **days**
   3. If you are a VAT vendor, VAT number must be indicated on the quotation. VAT number of the Newcastle Municipality (4000791824) must also be indicated on the quotation
   4. Price(s) quoted must be firm and must be inclusive of VAT
2. Only prospective suppliers who are registered on the National Treasury Central Supplier Database (CSD) are legible to quote. To register on the CSD log onto www.csd.gov.za
3. No contract shall be concluded with any bidder whose municipal rates, taxes and municipal services charges are in arrears. **Please attach your latest Municipal Rates account for your business premises & valid Tax Compliance Status Pin or CSD Master Registration Number** **for amounts exceeding R10 000-00.**
4. No contract shall be concluded with any bidder whose tax matters are not in order.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

**Sibusiso Mabizela**

Procurement Official

**Procurement Schedule**

**SUPPLY, DELIVERY AND INSTALATION OF GUILLOTINE**

Newcastle Municipality is calling for bids from experienced and suitable qualified service providers for the supply, delivery and installation of guillotine machine in the printing unit

**SCOPE OF WORK**

The project entails supply, delivery and installation of guillotine machine for Newcastle Municipality. The successful bidder is expected to train users for not less than 2 hours on how to operate the supplied machine. The machine to be installed must come with at least a two year warrant.

A provision will need to be made on the proposal for a three year service level agreement which will be signed by two parties for the guillotine machine maintenance in case of break down. Below is the full description of the required machine or equivalent:

* Cutting size 460mm
* Cutting height 60mm
* 80 programs
* 99 cuts per programme
* Infrared safety beams
* Auto paper eject after cutting
* Stainless steel work table
* Double rod back gage
* Safety key switch
* Clamp pressure setting
* Service warning light

**DELIVERY POINT**

The guillotine machine will be delivered to and installed at the Newcastle Municipality Printing room, Scotts Street, Newcastle, 2940.

**EVALUATION CRITERIA**

**Stage 1**

For the assessment of functionality, only service providers who will achieve a minimum of 70% of the total available points, in accordance with the criteria will qualify for stage two of the evaluation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Criteria** | **Total** | **Points Allocation** | **Comments** |
| 1 | Locality   * Newcastle =20 * Amajuba District =15 * Within KZN =10 * Outside KZN =5 | **20** |  |  |
| 2 | Response time in case of breakdown   * 1 day =30 * 3 days =20 * 5 days =10 * More than 5 days =0 | **30** |  |  |
| 3 | Delivery Period   * 2 days =25 * 4 days =15 * More than 4 days =10 | **25** |  |  |
| 4 | Training on machine usage and provision of manual   * 2 Hours and more =25 * Less than 2 hours =15 * No Training =00 | **25** |  |  |

**Stage 2:**

This bid will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000).

**PLEASE ENSURE THAT WE RECEIVE YOUR QUOTATION BY**

**15:00 on 29 MAY 2018**