

**REQUEST FOR QUOTE (RFQ)**

**Joburg Market hereby invites service providers to submit quotations for the below specifications:-**

Description of Goods/Service required: **PC's**

Requisition No. **23442** RFQ No. **23442** Advert date: **14 October 2011** Closing Date: **21 October 2011 at 13:00 PM**

**THE FOLLOWING MINIMUM REQUIREMENTS WILL APPLY:-**

1. Valid Tax Clearance Certificate
2. Company registration documents e.g. CK (Only if not registered in the Joburg database)
3. Completed and signed MBD forms 4, 8, 6.1,9 and the General Conditions of Contract must be initialized per page. ( obtainable from Supply Chain office)
4. Price(s) quoted must be valid for at least sixty (60) days from the date of your offer and be according to specification.
5. Price(s) quote must be firm and Inclusive of VAT (If VAT Registered);
6. Quotations will be evaluated on PPPFA 80/20 points system.
7. The Following information must be indicated, percentage owned by HDI, Women; and Disabled and if not indicated service providers will be allocated zero on preferential points.
8. Exclusion of other items will cause a disqualification, all quotes must be prepared according to the scope of work

The MBD Forms, NT Conditions of Contract and the Supplier Database forms can also be downloaded from our website under the Procurement menu – [www.joburgmarket.co.za](http://www.joburgmarket.co.za) or obtainable from SCM Office, (4<sup>th</sup> floor)

Please note that Service Provider not registered on the database will be required to register on Joburg Market database prior to the order being finalized.

**NB: Failure to submit and comply with the above requirements will lead to a disqualification.**

**SPECIFICATIONS**

Item / Service "Preferably Lenovo Think Centre "	Quantity	Unit of Measure
ALL IN ONE, INTEL COREI3 OR EQUIVALENT 540, 3.06 GHZ, 2GB, 500GB, WIFI, 19" LCD SCREEN, MOUSE & KEYBOARD INCLUDED, WIN 7 PRO, Three (3) year warranty	10	Each
TOWER, INTEL CORE I5-650 OR EQUIVALENT 3,20GHZ, 4GB, 500GB HDD, DVDRW, three (3) year warranty	5	Each
OPTICAL MOUSE	5	Each
USER KEYBOARD	5	Each
18.5" FLAT SCREEN MONITOR OR EQUIVALENT	5	Each

**Evaluation Criteria :-**

Functionality= 100 points broken down as follows:-

3 Similar projects = 100

2 Similar projects = 80

1 Similar projects = 0

Cut off Functionality = 70 % = 70 points

Price =80

Preferential Element =20 broken down as follows:-

HDI=8; Women=6; Disability=1; Location=5 (City of Johannesburg= 5, Gauteng Province=2, National =0)

#### GENERAL

The quotation must be submitted in either of the following ways before the closing date & time:

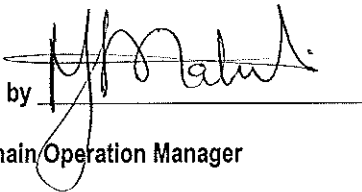
- 1) In a sealed envelope, duly endorsed: **Requisition No.23442 PC's** , the name and address of the service provider and then be deposited in the **tender box at 4th floor Supply Chain office**, which address is indicated above.
- 2) The goods must be delivered within **7 days** after appointment.
- 3) Suppliers must quote excluding conditional discounts and if there are conditional discounts show it separately as an optional quote / proposal.

NB:- Only quotations deposited in the quotation box

Joburg Market is not obliged to appoint the cheapest tender and reserves the right not to accept any submission and to re-advertise if it so wishes. Service providers will be adjudicated according to the Supply Chain Management Policy using the 80/20 point system, based on the Preferential Procurement Policy Framework Act 5 of 2005 and MFMA, Act 56 of 2003. It is the supplier's responsibility to ensure that all documents are received by Joburg Market before the closing date & time.

Enquiries: Technical enquiries must be addressed to Ms Madeleine Van Duuren 011 992 8000 [mvduuren@ifpm.co.za](mailto:mvduuren@ifpm.co.za) and SCM enquiries to Ms Mokgadi Mathekga [mmathekga@ifpm.co.za](mailto:mmathekga@ifpm.co.za) Tel: 011 992 8076. Enquiries must be done in writing 48 hours before closing date.

Approved by



Supply Chain Operation Manager