



SUPPLY CHAIN MANAGEMENT
Room K 016
FIRST AVE ENTRANCE
TEL : 051 – 4477771 x 2306
FAX-2-E-MAIL: 086 729 6757
E-MAIL : quotation@pacofs.co.za

INVITATION FOR A QUOTATION
REFERENCE NUMBER: RFQ/LAPTOP REPAIRS/2022

Can you please provide PACOFS with a signed quotation for the laptop repairs as follows:

ITEM	DESCRIPTION	QUANTITY
1	Dell Latitude 7400	Repairing of laptop screen
2	Dell Latitude E7270	Repairing of laptop screen
3	Dell Latitude 7390	Repairing of laptop screen and battery

Please note the following:

- The company should not be more than 60 km away from the institution.
- Must have a good record on repairing laptops. Submit a brief company profile.
- No courier arrangement will be accepted.
- Viewing of the laptops that require repair can be arranged with Mr Joseph Kotse on joseph@pacofs.co.za.

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a valid tax clearance and B-BBEE certificate.
2. Please submit the completed SBD 4, 8 and 9 form.
3. Evaluation criteria 80/20 will be applicable in the case of quotations exceeding R30 000. (PPPFA).
4. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:
FRIDAY, 18 MARCH 2022 at 11h00
Please submit quotation via E-mail to quotation@pacofs.co.za
No late submission will be accepted!

VERY IMPORTANT NOTICE!

1. **PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.**
2. **PAYMENT WILL BE DONE 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.**
3. **BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.**
4. **PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.**
5. **THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).**
6. **IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.**
7. **NO CESSIONS WILL BE SIGNED.**
8. **A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED FOR QUOTATIONS / BIDS OVER R30 000,00 AS WELL AS COMPLETED SBD 4, 8 AND 9.**
9. **QUOTATIONS SHOULD BE VALID FOR 30 DAYS.**
10. **PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.**
11. **PLEASE DO NOT INFLATE PRICES.**