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an agency of the
Department of Sport, Arts and Culture

REQUEST FOR QUOTATIONS

PROCUREMENT AND INSTALLATION OF FILE SERVER AND UPS: REF. LM2021/0100

INTRODUCTION

Luthuli Museums is a schedule 3A public entity and non-profit organisation, subsidised by the National Department of Sports Arts & Culture. Luthuli Museum was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and must comply with the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and its concomitant Regulations.

The Luthuli Museum intends appointing a qualified / certified IT service provider to procure a new server, operating system for the new server, UPS for the new server and to facilitate the installation and configuration of the new server in conjunction with the Museum`s current IT service provider.

RFQ number:	LM2021/0100
Description:	PROCUREMENT AND INSTALLATION OF FILE SERVER AND UPS
Closing date and time:	15 December 2021 at 15h30
Closing date for questions/queries:	10 December 2021 at 14h00
Inquiries (Only written)	scmofficer@luthulimuseum.org.za and financemanager@luthulimuseum.org.za
Site Inspection	Site inspections will be conducted by appointment only between 06 December 2021– 10 December (10h00 – 15h00)
Submission of quotation documents	Bid Box, Luthuli Museum, 3233 Nokukhanya Luthuli Street, Groutville, KwaDukuza, KwaZulu-Natal
RFQ Validity Period	90 Days
Returnable Compliance documents	

	<ol style="list-style-type: none"> 1. The submission of the quote must be clearly outlined. 2. Company Registration Documents 3. A valid Tax Clearance certificate 4. VAT registration documents (if applicable) 5. B-BBEE certificate or Sworn Affidavit 6. Central supplier Database (CSD) summary registration. 7. Invitation to Bid - SBD 1 8. Tax Clearance Requirements - SBD 2 9. Firm Prices – Purchases - SBD 3.1 10. Declaration of Interest - SBD 4 11. Preference points claim in terms of preferential procurement regulation 2011 - SBD 6.1 12. Local Content Production - SBD 6.2 13. Contract form – Purchase of good - SBD 7.1 14. Contract form – sale of goods - SBD 7.3 15. Declaration of bidders' past Supply Chain practices - SBD 8 16. Certificate of independent bid determination (SBD 9) 17. Quotation clear & unambiguous. 18. Pricing Schedule 19. Authority to sign
Mandatory supporting documents	<ol style="list-style-type: none"> 1. A company profile, the mission and values of your organization 2. Proven track record and details of experience in air conditioning services to Museums and similar organizations. 3. A detailed methodology/approach of the scope of work. 4. Membership or Affiliation to an accredited body or institutions