

Chief Financial Office:  
Tel: 018 330 7000 / 36  
Fax: 018 330 7047  
www.ratlou.gov.za



Postal Address  
Private Bag X 209  
Madibogo  
2772

## Budget and Treasury Office

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

**DESCRIPTION** : SUPPLY, DELIVERY & CONFIGURATION OF MICROSOFT OFFICE LICENSES  
**TENDER NO** : NW381/OMM10-01/2016/2017 (Re-advert)  
**DATE PUBLISHED** : 24 MAY 2017  
**BRIEFING SESSION** : N/A  
**CLOSING DATE** : 2 JUNE 2017  
**TIME** : 11H00a.m  
**SUBMISSION ADDRESS** : RATLOU LOCAL MUNICIPAL OFFICES  
 SETLAGOLE VILLAGE  
 TENDER BOX (GENERALLY OPENED 24 HOURS  
 AND 7 DAYS PER WEEK)

The following documents should be submitted with your quotation:

- ❖ CSD Registration report
- ❖ Valid Original Tax Clearance Certificate or Tax pin from SARS
- ❖ Certified copy of BBBEE Certificate
- ❖ Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- ❖ Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- ❖ Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority not older than three months

**NB No copies of certified copies will be accepted.**

**All certified copies should not be more than three months from the date of the advertisement.**

The following conditions will apply:

- Price(s) quoted must be valid for a period of 45 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- **80/20 Preferential Points Systems will apply**
- **The price quotation is expected to be within a threshold of R30 000 and R200 000 including VAT**

**N.B** Failure to comply with these conditions may invalidate your offer.

1

NW381/OMM/IT24-05/2016/2017(Re-advert)

5.0 SK  
K.F.C. R.  
C K.P.



## SCOPE OF WORK

| DESCRIPTION   | QUANTITY |
|---|----------|
| Microsoft office 2016 Standard- open license for government                   | 20       |
| Office 365 business shared server- open license for government annual renewal | 30       |

Functionality points will be awarded as follows

**1. Confirmation letters of similar work conducted (confirmation letter should be in a letter head of your previous clients) (50)**

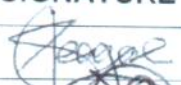

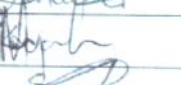


|                                |    |
|--------------------------------|----|
| 6 or more Confirmation letters | 50 |
| 5 Confirmation letters         | 40 |
| 3-4 Confirmation letters       | 30 |
| 2 Confirmation letter          | 10 |
| 1 confirmation letters         | 05 |
| No letter                      | 0  |

**2. Ability to deliver within specified time frame (Commitment letter in letterhead of bidder) (50)**

|  |    |
|--|----|
| Delivery and completion within 7 days  | 50 |
| Delivery and completion within 14 days | 30 |
| Delivery and completion within 21 days | 20 |
| Delivery and completion within 30 days | 10 |
| Delivery after 30 days                 | 00 |

**NB: Bidders who obtain less than 60% on functionality will be regarded as non-responsive and will not be evaluated further.**

### MEMBERS OF THE SPECIFICATION COMMITTEE

| NAME & SURNAME  | DESIGNATION           | SIGNATURE   |
|-----------------|-----------------------|---|
| K Phutieagae    | Chairperson           |  |
| C Tjale         | Member                |  |
| R Rakuba        | Member                |  |
| K Mongale       | SCM Practitioner      |  |
| O Sekgaramentso | Requesting Department |  |

Approved / ~~Disapproved~~

  
**Glen Lekomanyane**  
 Municipal Manager