

# RATLOU LOCAL MUNICIPALITY



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Postal Address

Private Bag X209  
Madibogo  
2772

## 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 AND CONFIGURATION OF ANTI VIRUS AND BACKUP SERVER SOFTWARE – RE ADVERT
TENDER NO	: NW381/OMM/IT29-03/2016/2017
DATE PUBLISHED	: 29 MARCH 2017
BRIEFING SESSION	: N/A
CLOSING DATE	: 07 APRIL 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:

- ❖ Valid Original Tax Clearance Certificate/ Tax compliance status pin in line with tax reforms
- ❖ Proof of Business registration on Central Supplier Database
- ❖ Certified copy of BBBEE Certificate/ Original
- ❖ 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

**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.
- The price quotation is expected to be within a threshold of **R30 000 and R200 000** including VAT
- **80/20 Preferential Points System will apply.**

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NW381/OMM/IT29-03/2016/2017

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C K.F.C.

- Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.

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

### SCOPE OF WORK

DESCRIPTION	QUANTITY
Bitdefender GravityZone ADVANCED Business Security 12 Months Subscription	200
Backup Exec for MS SQL Gov license 12 Months Subscription	2
Backup Exec for Ms Exchange Gov license 12 Months Subscription	1
Backup Exec for File Server Gov license 12 Months Subscription	3
Backup Exec for Windows Server Gov license 12 Months Subscription	3
16GB (1x1GB) Single Rank x4 DDR42133 CAS151515 – HP Registered Memory Kit	2
Setup and configuration of Anti-Virus and Backup Server	1

### FUNCTIONALITY

**Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client)** **40**

7 Confirmation letters and more	40
5 – 6 confirmation letters	30
3 – 4 Confirmation letters	20
1 – 2 Confirmation letters	10
No Confirmation letters	0

**Ability to deliver within specified time frame (Commitment letter to be on the letterhead of the bidder)** **(20)**

1.1. Delivery within 7 days	20
1.2. Delivery within 14 days	10
1.3. Delivery within 21 days	05
1.4. Delivery more than 30 days	0

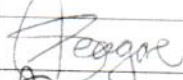
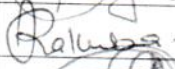


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**Relevant experience of key personnel in Server Administration – (CV and Certified qualification to be attached) 40**

7 years and more	40
5 – 6 years	30
3 – 4 years	20
1 – 2 years	10
Less than 1 year	0


**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	
R Rakuba	Member	
C Tjale	Member	
M Kgori	Requesting Department	

**Approved / ~~Disapproved~~**

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**Glen Lekomanyane**  
**Municipal Manager**