

RATLOU LOCAL MUNICIPALITY

Municipal Manager:
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Postal Address
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2772

Office of the Municipal Manager

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 SOFTWARE
TENDER NO	: NW381/OMM/IT02-03/2019/2020
DATE PUBLISHED	: 06 MARCH 2020
BRIEFING SESSION	: N/A
CLOSING DATE	: 17 MARCH 2020
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.**
- **Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.**

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NW381/OMM/IT02-03/2019/2020



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

Supply, Delivery and Configuration of Microsoft Office licenses

Description	Quantity
End point Antivirus software for government license with 12 month subscription(new) <ul style="list-style-type: none"> Includes Setup and configure antivirus server 	250

FUNCTIONALITY

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

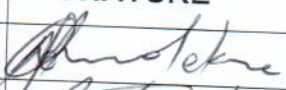
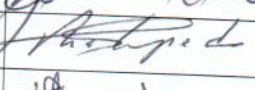
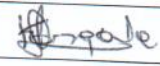
5 Confirmation letters or more	50
3 Confirmation letters	30
2 Confirmation letter	20
1 Confirmation letter	10
No Confirmation letters	0

Ability to deliver within specified time frame (Commitment letter on letterhead of bidder)

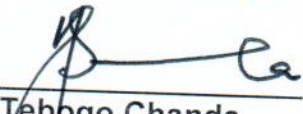
Delivery within 7 days	50
Delivery within 14 days	30
Delivery within 21 days	20
Delivery more than 30 days	0

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
M. Shomolekae	Chairperson	
L. Tselapedi	Member	
C. Mongale	Requesting Dep.	

Approved / ~~Disapproved~~


 Tebogo Chanda
 Municipal Manager