

# RATLOU LOCAL MUNICIPALITY



Tel: 018 330 7000  
Fax: 018 330 7047  
www.ratlou.gov.za

Postal Address  
Private Bag X 209  
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 MICROSOFT OFFICE LICENSES  |
| TENDER NO          | : NW381/OMM14-09/2017/2018   |
| DATE PUBLISHED     | : 14 SEPTEMBER 2017  |
| BRIEFING SESSION   | : N/A  |
| CLOSING DATE       | : 22 SEPTEMBER 2017  |
| TIME               | : 11H00a.m   |
| SUBMISSION ADDRESS | : RATLOU LOCAL MUNICIPAL OFFICES<br>SETLAGOLE VILLAGE<br>TENDER BOX (GENERALLY OPENED 24 HOURS<br>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.**

1  
NW381/OMM14-09/2017/2018

SK  
L.T  
A.M  
C  
A

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

**Supply, Delivery and Configuration of Microsoft Office licenses**

| Description   | Quantity |
|---|----------|
| Microsoft Office 2016 Standard – Open license for Government                    | 20       |
| Office 365 Business Shared Server – Open license for Government annual renewal. | 30       |

**FUNCTIONALITY**

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


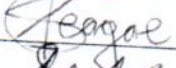

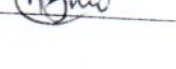
|                                |    |
|--------------------------------|----|
| 5 Confirmation letters or more | 50 |
| 3 Confirmation letters         | 30 |
| 2 Confirmation letter          | 20 |
| 1 Confirmation letter          | 10 |
| No Confirmation letters        | 0  |

**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   |
|----------------|-----------------|---|
| C Tjale        | Chairperson     |  |
| K. Phutieagae  | Member          |  |
| T Seleke       | Member          |  |
| M Kgori        | Requesting Dep. |  |

Approved / Disapproved



Patience Lekgetho  
Acting Municipal Manager