

RATLOU LOCAL MUNICIPALITY

Acting Municipal Manager:
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Office of the Municipal Manager

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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/IT07-11/2022/2023
DATE PUBLISHED	: 14 NOVEMBER 2022
BRIEFING SESSION	: N/A
CLOSING DATE	: 22 NOVEMBER 2022
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 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 1, 4, 7.2, 8 and 9** obtainable from Office #45 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.**



Handwritten signature and initials: *ST I.P. K.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.

SUPPLY, DELIVERY AND CONFIGURATION OF ANTI-VIRUS SOFTWARE

DESCRIPTION	QUANTITY
SUPPLY, DELIVERY AND CONFIGURATION OF ANTI-VIRUS SOFTWARE	250
• For a period of 12 months	

Bids will be evaluated on 3 categories:

- (i) Tender responsiveness on returnable documents,
- (ii) Technical content (functionality),
- (iii) Price and preferential points.

FUNCTIONALITY

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

9 Confirmation letter or more	40
7 – 8 Confirmation letter	30
5 – 6 confirmation letters	20
3 – 4 Confirmation letters	10
1 – 2 Confirmation letter	05
0 Confirmation letter	00

NB :No Purchase order/appointment letter will be accepted

Ability to deliver within specified time frame – (Commitment letter should be in the letter head of the bidder) 40

Delivery within 21 days	40
Delivery within 30 days	20
Delivery within 45 days	10
More than 60 days	00

LOCALITY (OF THE BIDDER) 20

Within Ratlou	20
Within Ngaka Modiri Molema	15
Within North West Province	10
Outside the Province	05

NB: Bidders who obtain less than 70% on functionality will be regarded as non-responsive and will not be evaluated further.

S.J. F. K.C.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
J. Mbana	Chairperson	
I. Lekoto	Member	
C. Mongale	Requesting Department	

Approved / ~~Disapproved~~



Tumelo Letlojane
Acting Municipal Manager