



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3
BULTFONTEIN
9670

Tel: 051 853 1111
Fax: 086 539 3183
E-mail: fwpq@tswelopele.org

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION FWPQ 29 OF 2019-2020 64 BIT OFFICE 365 BUSSINESS

Formal written price quotations are hereby requested from competent and reputable service providers to supply:

- 65 X 64bit Office 365 Business

NB: It should be clearly stated with government pricing been utilized.

All quotations must be faxed to 086 539 3183, or e-mailed to fwpq@tswelopele.org or hand delivered at Tswelopele Local Municipality, 01 Bosman Street, Civic Centre, Bultfontein, 9670 not later than Wednesday, **11 March 2020** before **12H00**.

The following terms and conditions shall apply:

1. Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.
2. **The supplier must be the registered partner with Microsoft certificate therewith should be attached.**
3. Bids will be evaluated in terms of the preferential Procurement Policy Framework Act using (80/20). Allocation will be 80 preference points for price and 20 preference Points for B-BBEE.
4. The Relevant MBD 4 forms **must** be completed and submitted with the quotation, which can be downloaded from the municipality's website www.tswelopele.gov.za

5. Bidders must submit a Valid Tax Clearance Certificate or SARS Pin, no Quotation may be awarded to any tenderer/bidder whose tax matters have not been declared by the SARS to be in order.
6. Bidders are required to, together with their quotations submit a copy of a valid **B-BBEE certificate** to substantiate their B-BBEE rating claims. Exempted Micro Enterprise must submit a certificate issued by registered auditors or accounting officers with a practice number or submit sworn affidavits.
7. Prices on quotations must be valid for 30 (thirty) days from the closing date.
8. **No Payment will be made (in Full of Partially) prior to set up, configuration and installation of such** and the municipality has up to 30 days to settle the account after receiving the relevant invoice / statement from the Service Provider / Suppliers.
9. Suppliers should be registered with Centralised Suppliers Database with National treasury, Please provide the MAAA Number and the unique number for the SCM unit to be able to verify your details with each and every request for quotation.
10. Prospective suppliers should also note that verification with SARS for tax status, Cipro for registration of the business and DTI for verification of the Chartered accountant/auditor for BBBEE will be done with each and every quotation requested/received
11. Non-adherence to any of the conditions may lead to your quotation not to be considered.
12. Council reserves the right to not make an appointment on an advertised request for quotation.

Enquires relating to SCM to be directed to **Mrs. Puseletso Loape** and Enquiries relating to Technical Specifications to be directed to **Mr. K Mahase** at **051 853 1111** during working hours

MUNICIPAL MANAGER

MRE MOGOPODI
03/02/2020