

INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE LEJWELEPUTSWA DISTRICT MUNICIPALITY

QUOTE NUMBER: **RFQ NO: 308/11/2016**CLOSING DATE: **13 DECEMBER 2016**CLOSING TIME: **16:00****MICROSOFT OFFICE LICENSES**

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

QUOTATIONS MUST BE SUBMITTED ON THE LETTERHEAD OF YOUR BUSINESS AND BE HAND DELIVERED:**Ms. C Baloyi**

THE SUPPLY CHAIN MANAGEMENT OFFICE
LEJWELEPUTSWA DISTRICT MUNICIPALITY
CNR JAN HOFMEYER & TEMPEST ROAD
WELKOM

Bidders should ensure that quotations are delivered timeously to the correct address. If the quotation is late, it will not be accepted for consideration.

THIS QUOTATION IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THIS QUOTATION WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. 80:20 Preference Point System in compliance with Preferential Policy Framework Act & SCM Policy of the Municipality

NB: NO QUATATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on MBD 4 attached)

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER.....

VAT REGISTRATION NUMBER

HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED (MBD 2)? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL QUOTATION PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE QUOTATION PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity: LEJWELEPUTSWA DISTRICT MUNICIPALITY

Department: SUPPLY CHAIN MANAGEMENT UNIT

Contact Ms. Cathy Baloyi

Tel: (057) 391 8900

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Enquiries: Mr.S. Segalo

Tel: (057) 391-8920