



# Lejweleputswa District Municipality



## RFQ NO: 308/11/2016: MICROSOFT OFFICE LICENSES

Lejweleputswa District Municipality hereby requests quotations from reputable and reliable service providers to supply Microsoft Licenses with the following specification:

- 30 x Microsoft office application 64 bit
- 6 x Eset antivirus professional version or Business version

Quantity: 200

The quotation must be submitted on the letterhead of your business and must be hand delivered for the attention of Ms. Cathy Baloyi  
Lejweleputswa District Municipality,  
Supply Chain Management Unit  
CNR Jan Hofmeyer and Tempest Road,  
Welkom  
9460

Enquiries: Mr. M. Segalo  
Tel: (057) 391 8900

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must attach quotation with a letter head of the company when submitting bids.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system in terms of the Supply Chain Management Policy, and for this purpose the **MBD1, MBD2, MBD3.1, MBD4, MBD6.1, MBD8 & MBD9** can be downloaded from LDM website ([www.lejwe.co.za](http://www.lejwe.co.za)) or collected from the SCM Unit, and be scrutinized, completed and submitted together with your quotation.
- Bidders must submit CK 1 or 2 or any form of registration with CPIC
- **Original Tax Clearance Certificate or Tax Clearance Certificates of All Partners** (in the case of a joint venture) must be submitted.
- Bidders must submit their latest Municipal account with the address corresponding to the company's address on CPIC registration document or a Lease Agreement
- Bidders are required to, together with their bids; submit original and valid **B-BBEE Status Level Verification Certificate** or Certified copies thereof to substantiate their B-BBEE rating claims with **SANAS Logo, for Exempted Micro Enterprise** must submit a Certificate issued by registered auditors or accounting officers with practice number.

**NB: No quotations will be considered from the person in the service of the state.  
No emailed or late quotations will be considered.**

**Closing Date: 13 December 2016 @ 16:00**

  
Mr. M. Mthombeni  
ACTING MUNICIPAL MANAGER