

**HEAD OFFICE**

303 Church Street  
Private Bag X 44  
MOGWADI 0715  
Telephone : (015) 501 0243/4  
Fax no : (015) 501 0419  
E-mail: info@molemole.gov.za

**MOREBENG BRANCH OFFICE**

25 Cnr. Roets & Vivirers Street  
MOREBENG 0810  
Telephone : (015) 501 2371  
Fax no : (015) 397 4334

[www.molemole.gov.za](http://www.molemole.gov.za)

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: **RALEPHENYA T**

Reference: **CORP: 8/1/1/12**

**05 November 2024**

**ADVERT**  
**Request for Quotation**

**CALL FOR QUOTATIONS FROM SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL SUPPLIERS DATABASE FOR PROVISION OF MICROSOFT OFFICE 365 ANNUAL LICENSES.**

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1 ESD-M365-BUS STD	Microsoft 365 Business Standard Download – Annual Licenses min OS-Windows 8 – KLQ-00216	25		
02	Installation and configuration	25		
			VAT%15(If registered for VAT)	
			TOTAL PRICE Inc. VAT	

**The following documentation should be attached to the quotations:**

- The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the advert date and the closing date]
- Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- Tax compliance status pin

**Stage 2: Evaluation on Price and Specific Goals**

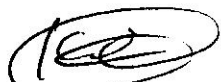
- Bidders must attach the following supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman- Ownership of more than 50%	Identification Document and Company and Intellectual Property Commission (CIPC) document	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years)	Identification Document	5

**The following conditions will apply:**

- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- Payment will be effected within 30 days of receipt of invoice.
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for specific goal as per PPPFA of 2022,
- The bidder needs to ensure that there is skills transfer.
- The Municipality is not bound to accept the lowest or any bid and reserve the right to not accept any quotation either wholly or a part thereof;

Kindly direct all technical enquiries to **Manyelo MF** at **015 501 2386** between 08:00 and 16:30. All quotations should be submitted at Mogwadi municipal Tender Box, no 303 Church Street Mogwadi 0715, by the **12 November 2024 at 11:00**, clearly marking "**MICROSOFT OFFICE 365**". No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



**ZULU KCW**  
**Acting Municipal Manager**  
**CORP: 8/1/6**