

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



Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

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

www.molemole.gov.za

Enquiries: RALEPHENYA T

Reference: CORP: 26/1/1/12

23 January 2026

ADVERT
Request for Quotation

MOLEMOLE LOCAL MUNICIPALITY IS HEREBY INVITING 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	20		
02	Installation and configuration	20		
			VAT%15(If registered for VAT)	
			TOTAL PRICE Inc. VAT	

1. The following documentation should be attached to the quotations:

- a. 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**]
- b. Valid Tax compliance status pin
- c. Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- d. Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]
- e. Tax compliance status pin

2. Evaluation on functionality

Under functionality, Bidders must achieve a minimum of 80% of the total points (rounded to the nearest decimal point) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and Specific Goal)

Criteria	Weights	Applicable values
Proof of RELEVANT experience by the bidding company in provision of Microsoft office 365 annual licenses. Attach two (2) appointment letters with contactable references on Clients company letterhead.	60	Poor = 1 Average = 2 Good = 3 Very good = 4
Certified copy of Diploma in IT qualification or higher	40	Excellent = 5
Total	100	

3. Stage 2: Evaluation on Price and Specific Goals

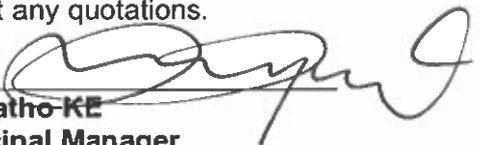
- Bidders must attach the following supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

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

4. 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 **30 January 2026 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.


Makgatho KE
Municipal Manager
CORP: 8/1/12