

MAKHADO MUNICIPALITY

QUOTE NO. MAK121/2018

UPGRADE MICROSOFT OFFICE 2010 STANDARD TO MICROSOFT OFFICE 2019 STANDARD.

All interested service providers are hereby invited to submit written quotations for the upgrade Microsoft office 2010 standard to Microsoft office 2019 standard.

SPECIFICATIONS

1. 250 X Microsoft office 2019 standard

- ❖ Microsoft office 2019 must include the following
 - Microsoft outlook 2019
 - Microsoft word 2019
 - Microsoft excel 2019
 - Microsoft OneNote 2019
 - Microsoft publisher 2019
- ❖ Must be licensed under Micro volume licensing
- ❖ Volume licensing must be for public sector and must be licensed under Makhado Municipality Microsoft volume licensing
- ❖ License must give rights to run previous version such as Microsoft 2016 standard and Microsoft office 2013 standard
- ❖ Microsoft partner details must be attached

REQUIREMENTS

- Valid Tax Clearance Certificate with Tax compliance status pin issued
- A copy of Company Registration Certificate/ CK.
- Certified copy/copies of company owner(s) ID Book(s). Not later than three (03) months.
- Certified copy of BBBEE Certificate or Affidavit (For Preferential Points). Not later than three (03) months.
- Attach Proof of payment of Municipal Bill/ Rates accounts/ Formal Lease Agreement, Letter from the Traditional Authority for both entity and directors of the company.
- A copy CSD Summary Report

Quotations must be as follows:

1. Be signed by an authorized person of the supplier
2. Be on an original letter head of the company/enterprise
3. Be valid for a period of sixty (60) days from the closing date
4. clearly indicate the price charged vat inclusive
5. Be accompanied by a valid SARS Tax Clearance Certificate.
6. Be accompanied by fully completed MBD 6.1 and MBD 4 obtainable from the municipality or can be downloaded from municipal website www.makhado.gov.za.

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number **“MAK121/2018”** & description **UPGRADE MICROSOFT OFFICE 2010 STANDARD TO MICROSOFT OFFICE 2019 STANDARD** and be deposited in the tender box at the foyer of the Civic Centre at the physical address reflected below by no later than **12H00 of 16 NOVEMBER 2018**

Quotations received will be assessed in accordance with the Municipal Supply Chain Management Regulations, 2005 read with Council's Supply Chain Management Policy and 80/20 points scoring will be used. Preference points will be allocated according to BBEE rating.

Please Note:

1. No quotation by facsimile or by e-mail will be accepted.
2. Enquiries in this regard must be directed to **Mr Harri S.P** at contact number: **015 519 3070** during office hours.
3. Council reserves the right not to accept lowest or any quotation or to accept part of a quotation only.
4. All Service Provider doing business with Makhado municipality are required to register on the CSD (**Central Supplier Database**).
5. Admin enquiries can be directed to **Ms TP Ntsieni** or **Mr M Ramabulana** at **015 519 3179/3024**.

Civic Centre
83 Krogh Street
LOUIS TRICHARDT
0920

Notice no: 172/2018
File no: 8/3/2/1
MR N F TSHIVHENGWA
MUNICIPAL MANAGER