



TSWELOPELE

LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3
BULTFONTEIN
9670

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**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
FWPQ 16 OF 2021-2022
RENEWAL OF ANTIVIRUS**

Formal written price quotations are hereby requested from competent and reputable service providers to provide:

- Renewal and Installation of an antivirus (1 year licence) for 80 users
- Note that the Municipality is currently using ESET endpoint Antivirus

All quotations must be e-mailed at loapep@tswelopele.org or hand delivered to 01 Bosman Street, Civic Centre, Bultfontein, 9670 not later than 26 October 2021 before 12h00 pm.

The following terms and conditions shall apply:

- 1. Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.**
2. Delivery and Installation of the antivirus in our remote and head office
3. The supplier should provide the municipality with the licencing certificate and must be attached to this quotation.
4. Formal written price quotations will be evaluated in terms of the preferential Procurement Policy Framework Act using (80/20). Allocation will be 80 preference points for price and 20 preference Points for B-BBEE.
5. The Relevant MBD 4 forms **must** be completed and submitted with the quotation which can be downloaded from the municipality's website [www. Tswelopele.gov.za](http://www.Tswelopele.gov.za) and it is compulsory.

6. Bidders **must** submit a Valid Tax Clearance Certificate or SARS Pin, no Quotation may be awarded to any tenderer/bidder whose tax matters have not been declared by SARS to be in order.
7. Bidders are required to, together with their quotations submit a copy of a valid **B-BBEE certificate** to substantiate their B-BBEE rating claims. Exempted Micro Enterprise must submit a certificate issued by registered auditors or accounting officers with a practice number.
8. Suppliers should be registered with Centralised Suppliers Database with National treasury, please provide the MAAA Number and only suppliers who did register the relevant commodity or industry on CSD will be considered or advanced to the next stage of evaluation.
9. Prospective suppliers should also note that verification with SARS for tax status, CIPRO for registration of the business and DTI for verification of the Chartered accountant/auditor for BBEE will be done with each and every quotation requested/received.
10. Prices on quotations must be valid for 30 (thirty) days from the closing date.
11. No Payment will be made (in Full or Partially) prior to Delivery of such Goods and the municipality has up to 30 days to settle the account after receiving the relevant invoice / statement from the Service Provider / Suppliers.
12. Bidders who did not quote on all items and do not specify the supplier or brand that are requested expose their quotation to rejection as it affects the comparison of prices thereon.
13. Non-adherence to any of the conditions may lead to your quotation not to be considered.
14. Council reserves the right to not make an appointment on an advertised request for quotation.

SCM related enquires to be directed to **Mrs. Puseletso Loape** at **051 853 1111**

Municipal Manager

MRE Mogopodi
19/10/2021