



**TSWELOPELE**  
LOCAL MUNICIPALITY  
A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3  
BULTFONTEIN  
9670

Tel: 051 853 1111  
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E-mail: loapep@tswelopele.org

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION  
FWPQ 24 OF 2022-2023**

**SUPPLY, DELIVERY AND INSTALLATION OF MICROSOFT OFFICE 2021(FOR COUNCILLOR'S)**

Formal written price quotations are hereby requested from competent and reputable service providers Supply, Deliver and Install Microsoft Office 2021.

**Specifications as follows:**

No	QTY	DETAILED DESCRIPTION / SPECIFICATION	Sizes	Bidders offered	brand	Unit Price	Total Price	VAT NB* if VAT registered	Grand Total
1	15	Microsoft Office 2021 Professional Business Subscription (1) Years							

All quotations must be hand delivered to 01 Bosman Street, Civic Centre, Bultfontein, 9670 at the office of Manager SCM& Expenditure or e-mailed at loapep@tswelopele.org not later than 15 May 2023 at 12h00.

The following terms and conditions shall apply:

1. **Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.**
2. Bids will be evaluated in terms of section 5, read with section (2) (1)(b)(1) of the preferential Procurement Policy Framework act,2000 with the following criteria, the points will be used to supplement BBBEE together with Preferential Procurement Regulations,2022 and Tswelopele Local Municipality Preferential Procurement Policy.

No	Preference Points System	Points awarded
1	Unemployed Youth	20
2	Black owned	
3	Woman owned Enterprise	
4	Disabled persons	
<b>Total Points</b>		20 Points
ID Copy of directors to claim the points and in-case of disability, copy medical Certificate must be attached.		

Prospective Service Provider must be an accredited re-seller and the re-seller certificate must be attached.

3. 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) –Declaration of interest. Quotations without signed Declaration of interest will not be considered.
4. Bidders **must** submit a Valid Tax Clearance Certificate or an authorised PIN obtained at SARS and tax status will be assessed just before an award, if there is a non-compliance on tax status upon award, the quotation will be disqualified.

5. Suppliers should be registered with Centralised Suppliers Database with National treasury and MAAA number must accompany a quotation.
6. Bidders who do not have a Vat registration and are not registered for Vat, must not split the VAT Portion amount from the grand total, for such the Municipality will consider total before Vat as the bidder is not eligible to charge VAT.
7. Quotations which do not have all and correct items requested will be rejected and all quotations which did not specify the brand offered will be rejected.
8. The Municipality will not allow any additional cost or price increase after an award of the quotation, the quoted price and award price will be the expected delivery price.
9. No payment will be done whole or partially prior to delivery of goods.
10. Non-adherence to any of the conditions may lead to your quotation not to be considered.
11. Council reserves the right to not make an appointment on an advertised request for quotation.

SCM related enquires to be directed to **Ms. Puseletso Mashiane** at **051 853 1111**

**Acting Municipal Manager**

**TJ Matyesini**

**08/05/2023**