

**INVITATION TO QUOTE**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE LEJWELEPUTSWA DISTRICT MUNICIPALITY

**QUOTE NUMBER: RFQ: 99/01/2009**

**CLOSING DATE: 09 FEBRUARY 2009**

**CLOSING TIME: 16:00**

**DESCRIPTION: PROVISION FOR MICROSOFT OFFICE 2007 LICENCE FOR 100 USERS.**

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

QUOTATIONS MUST BE SUBMITTED ON THE LETTERHEAD OF YOUR BUSINESS AND MAY BE FAXED TO:

THE SUPPLY CHAIN MANAGEMENT OFFICE

FAX NO: 057 357 5781

**OR**

SUBMITTED TO:

THE SUPPLY CHAIN MANAGEMENT OFFICE  
LEJWELEPUTSWA DISTRICT MUNICIPALITY  
CNR JAN HOFMEYER & TEMPEST ROAD  
WELKOM

Bidders should ensure that quotations are delivered timeously to the correct address. If the quotation is late, it will not be accepted for consideration.

**THIS QUOTATION IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT**

**THIS QUOTATION WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:**

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. 80:20 Preference Point System in compliance with Preferential Policy Framework Act & SCM Policy of the Municipality

NB: NO QUATATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on MBD 4 attached)

MBD1Lejweleputswa

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
**(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER .....  
 POSTAL ADDRESS .....  
 STREET ADDRESS .....  
 TELEPHONE NUMBER CODE.....NUMBER.....  
 CELLPHONE NUMBER .....  
 FACSIMILE NUMBER CODE ..... NUMBER.....  
 VAT REGISTRATION NUMBER .....  
 HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED (MBD 2)? YES/NO  
 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO  
 (IF YES ENCLOSE PROOF)  
 SIGNATURE OF BIDDER .....  
 DATE .....  
 CAPACITY UNDER WHICH THIS BID IS SIGNED .....  
 TOTAL QUOTATION PRICE..... TOTAL NUMBER OF ITEMS OFFERED .....

**ANY ENQUIRIES REGARDING THE QUOTATION PROCEDURE MAY BE DIRECTED TO:**

**Municipality / Municipal Entity:** LEJWELEPUTSWA DISTRICT MUNICIPALITY

**Department:** SUPPLY CHAIN MANAGEMENT UNIT

**Contact Person:** Monica Tyobeka (Mrs)

**Tel:** ( 057) 353 3094

**Fax:(057) 357 5781**

**ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person: Mr Mokhethi Segalo**

**Tel:** (057) 353 3095