



**LEJWELEPUTSWA**  
**DISTRICT MUNICIPALITY**  
*Office of the District Municipal Manager*

Cnr. Jan Hofmeyer & Tempest Road  
P.O. Box 2163  
WELKOM  
9460  
Tel: (057) 353 3094/5/8/9  
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mm@lejwe.co.za

**RFQ NO. 377/02/2019**

**REQUEST MICROSOFT OFFICE LICENSES**

Lejweleputswa District Municipality hereby requests quotations from reputable and reliable service providers to supply Microsoft Licenses with the following Specification:

- 30 X Microsoft office 2019 application 64 bit

**Quotations must be submitted on the letterhead of your business and must be hand delivered or posted for the attention of:**

**Ms. Cathy Baloyi**  
**Lejweleputswa District Municipality**  
**Supply Chain Management Unit**  
**CNR Jan Hofmeyer and Tempest Road,**  
**Welkom**  
**9460**

**The following conditions will apply:**

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must attach quotation with a letter head of the company when submitting bids.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system in terms of the Supply Chain Management Policy, and for this purpose the **MBD1, MBD3.1, MBD4, MBD6.1, MBD8 & MBD9** can be downloaded from LDM website ([www.lejwe.co.za](http://www.lejwe.co.za)) or collected from the SCM Unit, and be scrutinized, completed and submitted together with your quotation.
- Bidders must submit CK 1 or 2 or any form of registration with CPIC
- **SARS pin, Original Tax Clearance Certificate or Tax Clearance Certificates of All Partners** (in the case of a joint venture) must be submitted.
- Bidders must be registered on the **Central Supplier Database (CSD)**.
- Bidders must submit their latest Municipal account with the address corresponding to the company's address on CPIC registration document or a Lease Agreement
- Bidders are required to, together with their bids; submit original and valid **B-BBEE Status Level Verification Certificate** or Certified copies thereof to substantiate their B-BBEE rating claims with **SANAS Logo OR B-BBEE affidavit**.

**NB: Late quotations and quotations from person in the service of the state shall not be considered.**

**Closing date: 18 February 2019 @ 16:00**

**Enquiries: Mr. M Segalo**  
**Contact Numbers: (057) 391 8900**

**MS. PME KAOTA**  
**MUNICIPAL MANAGER**