



# 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  
Fax: (057) 353 3382

**RFQ NO. 452/02/2022**

### **REQUEST FOR MICROSOFT LICENSES**

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

#### **Specifications**

**Microsoft Office Home & Business 2021 ESD (x 30)**

**N;B Not Office 365**

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

- 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.mylejweleputswa.co.za](http://www.mylejweleputswa.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 CIPC
- **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 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:** No quotations will be considered from the person in the service of the state.  
No late quotations will be considered.

**Closing date: 11 February 2022 @ 16:00**

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

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