



BID INVITATION
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| Date: | Bid No: | Description | Closing Date | Enquiries |
|----------------|-----------------------|-----------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/01 /2019 | 8/2/700/201 8-2019 | Microsoft Software assurance License | 25 January 2019 @11h00 | Technical Queries: Ms A Bantwini 040 673 3095 Email: abantwini@ngqushwamun.gov.za @ Binding Queries: Mr S Gayiya 040 673 3095 sgayiya@ngqushwamun.gov.za |

Bid documents will be available at the **Cashier's office** in Ngqushwa Municipality, Erf 313, Main Road, Peddie between 08H00 – 16H30 upon payment of a **non-refundable fee of R300**. Payment must either be cash or a bank guaranteed cheque payable to Ngqushwa Municipality.

Completed sealed bid documents, addressed to the Municipal Manager and marked with **“Description of the project and the bid number”** must be deposited in the Bid box situated at Ngqushwa Municipal offices Erf 313, Main Street, Peddie, not later than **25 January 2019 @ 11H00**.

FUNCTIONALITY CRITERIA

| | |
|--------------------|-----------|
| EXPERIENCE | 40 |
| EXPERTISE | 40 |
| METHODOLOGY | 20 |

A minimum score of 70 points out of 100 must be scored for Functionality. Bidders, who do not obtain the minimum score for functionality, will not be considered for further evaluation.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2011 (PPPFA) POINTS WILL BE AWARDED AS 80/20 POINTS

- Price - 80 points
- B-BBEE - 20 points

SUPPLIERS/SERVICE PROVIDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- [a] The Ngqushwa Local Municipality Supply Chain Management Policy will apply;
- [b] The Ngqushwa Local Municipality does not bind itself to accept the lowest Bidder or any other Bid and reserves the right to accept the whole or part of the BID;
- [c] Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, may not be accepted.

- (d) Price(s) must be valid for at least ninety (90) days from date of bid closing.
- (e) Price(s) quoted must be firm and must be inclusive of VAT
- (f) A firm delivery period must be indicated
- (g) For all transactions exceeding R15 000,00 your original tax clearance certificate must be furnished from SARS. (Tax Clearance Certificate – original copy)
- (h) This Bid will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulation of 2011 & 17 for this purpose the service providers are required to submit together with their bids the Original and valid B-BBEE Status Level Verification Certificate or Certified copies thereof.
- (i) Certified copy/s of IDs, CK Certificate must be attached .
- (j) **Only service providers registered on the Central Suppliers Database will be considered.**
- (k) Must provide a Municipal Levy Clearance certificate/Municipal account of not older than three months from a municipality where the entity operates (lease agreements and sworn statements/ affidavits are also accepted). Failure to do so will result in disqualification.


M MPAHLEWA
MUNICIPAL MANAGER