



## REQUEST FOR QUOTATION

### Request for procurement of ICT Maintenance Service for Ngqushwa Municipality

Date:	Bid No:	Description	Closing Date	Enquiries
03/05 /2019	8/2/723/2018 -2019	ICT Maintenance Service	<b>10 May 2019 @11h00</b>	Technical Queries: Ms A Bantwini 040 673 3095 E m a i l : <a href="mailto:abantwini@ngqushwamun.gov.za">abantwini@ngqushwamun.gov.za</a>  Binding Queries: Mr S Gayiya 040 673 3095 <a href="mailto:sgayiya@ngqushwamun.gov.za">sgayiya@ngqushwamun.gov.za</a>

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 R150**. 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 **10 May 2019 @ 11H00**.

EVALUATION	CRITERIA
PRICE	80
BEE	20
TOTAL	100

#### **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 MPAHLWA**  
**MUNICIPAL MANAGER**