

Renewal of Mimecast Licenses 2019/2020



REQUEST FOR QUOTATION

Date:	Bid No:	Description	Closing Date	Enquiries
03/07/2019	8/2/733/2019-2020	Renewal of Mimecast Licenses	10 July 2019 @11h00	Technical Queries: Ms A Bantwini 040 673 3095 E m a i l : abantwini@ngqushwamun.gov.za SCM Queries: Mr S Gayiya 040 673 3095 E m a i l : sgaiya@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 R150**. Payment must either be cash 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 July 2019 @ 11H00**.

Preferential Procurement Policy Framework ACT No 5 2000 and the regulations thereto (2017)

EVALUATION	CRITERIA
PRICE	80
B-BBEE	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.

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- (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