



**ADVERT**  
**PROVISION OF MICROSOFT 365 LICENSE FOR 120 USERS (3 MONTHS)**  
**QUOTE NO: CORP-Q004/24/25**

**REQUEST FOR QUOTATIONS: MUNICIPALITY**

Dr Nkosazana Dlamini Zuma Municipality is requesting quotes from a suitably qualified and experienced service provider to provide Microsoft 365 license for 120 users (3 Months).

This quote will be evaluated in terms of 80/20 Preferential Procurement Point system and the points will be allocated as follows. **80 – Price, 20 –SPECIFIC GOALS.**

**Specific Goals:**

	POINTS	SUPPORTING DOCUMENTS
<b>PRICE</b>	80	
<b>SPECIFIC GOALS</b>	(20)	
<b>Company operating within the Jurisdiction Dr NDZ LM</b>	10	CIPC Document reflecting NDZ company physical Address
<b>Company 100% owned by black South African</b>	5	Summary of CSD reflecting Race and Identity document or Drivers Licence
<b>Company 60% owned by black South African women or company 100% owned by black South African youth or company 50% owned by black South African youth with disability or company outside of Dr NDZ LM but within Harry Gwala District</b>	5	1.Summary of CSD reflecting 60% company owned by black (Women) Gender and Identity document or Drivers Licence OR 2. Summary of CSD reflecting 50% owned by a black South African with

		(Disability), a proof of medical certificate and Identity document or Drivers Licence OR 3.CIPC document reflecting physical address of a company outside of Dr NDZ LM but within Harry Gwala District OR 4. Summary of CSD reflecting 100% owned by black South African youth.
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>	

#### **DOCUMENTS AVAILABILITY**

Quote documents will be available at the Creighton Office from **12 June 2024** during office hours until **20 June 2024**. The cost of the quotation document is **R174.00** which is non-refundable. An Electronic copy is available on our website ([www.ndz.gov.za](http://www.ndz.gov.za)) for **FREE**.

#### **DOCUMENTS TO BE SUBMITTED WITH THE BID:**

- Valid tax clearance certificate or Tax Compliance Status PIN
- Submit proof that the bidders (Company) and its directors are not owing municipal services.
- Copy of a certificate of Company Registration with the Registrar of Companies and CC's (CK).
- Specific Goals supporting documents
- Certified copies of ID's.
- Form of offer
- MDB 1, 4, 6.1, 8 and 9 must be fully completed.
- Registration with CSD

**N.B:** Forms are obtained from our website : [www.ndz.gov.za](http://www.ndz.gov.za) under **SCM section** must be fully completed and emailed to [scmdatabase@ndz.gov.za](mailto:scmdatabase@ndz.gov.za)

**CLOSING DATE:**

Quote documents must be submitted in a sealed envelope clearly marked with the quotation number and closing date and dropped off in the tender box at the **Dr Nkosazana Dlamini Zuma Municipality Offices, Main street, Creighton** by no later than **20 June 2024 before 12h00**. Late or faxed quotations will not be accepted. Failure to comply with the above conditions will invalidate your offer.


The Dr Nkosazana Dlamini Zuma Municipality reserves the right not to make an appointment.

**NB: Quote will remain valid for a period of 60 days from date of the closing of the quote.**

**Enquiries may be directed to the following persons during office hours (08:00 – 16:30)**

Procedure related enquires: Ms. L. Mhlamvu (039) 833 1038

Technical Enquiries: Mr. M Nxele (039) 833 1038

  
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**N.C. VEZI**  
**Municipal Manager**

**RECEIVED 17 JUN 2024**