



UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT
Tel : 039 834 7700
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REF: 3974
QUOTE NO: UBU-Q-03/09/18
Date: 19 September 2018

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR SUPPLY AND
INSTALLATION OF OFFICE 365 LICENCES BUSINESS PREMIUM ON CSP AND M2A
MIMECAST.**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule. The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender BOX. The envelope must be clearly marked "**SUPPLY AND INSTALLATION OF OFFICE 365 LICENSES BUSINESS PREMIUM ON CSP AND M2A MIMECAST. - UBU-Q-03/09/18 not later than the 28 September 2018 at 12h00 to: 29 Margaret Street, Ixopo 3276.**"

The following conditions will apply:


- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Valid Tax Clearance Certificate(MBD2)
- Proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months.
- Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.

NB: No quotations will be considered from persons in the service of the state.

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



Mr G M Sineke
MUNICIPAL MANAGE

| ITEM | QUANTITY | DESCRIPTION | PRICE INCL. VAT IF VAT VENDOR |
|------|----------|---|----------------------------------|
| 1 | 120 | REQUEST FOR THE SUPPLY AND INSTALLATION OFFICE 365 LICENCES BUSINESS PREMIUM ON CSP | |
| 2 | 120 | M2A MIMICAST | |
| | | SPECIFICATION ATTACHED | |
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DELIVERY ADDRESS
 UBUHLEBEZWE MUNICIPALITY
 29 MARGARET STREET
 IXOPO
 3276

ATTACHEMENT

M2A MIMECAST to include:

1. Security and Compliance Services
 - DLP
 - Document Services
 - AV
 - AS
 - Targeted Threat protection
2. Email continuity with 58-day retention
3. Email Archiving with 99-year retention

Office 365 Business Premium to include:

- SharePoint
- Exchange
- Skype for business
- One drive
- Office pro plus

Evaluation Criteria

Stage 1: Functionality

In order to reach the final stage, the bidder must obtain at least 60% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 60% will not be considered for the second stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

1. EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS- MAXIMUM 20 POINTS

(Please provide a table indicating the nature of previous work, value, date commence and date completed)(no points shall be awarded if proof is not attached)

| | |
|-----------|-----------|
| 1-2 years | 05 points |
| 3-4 years | 10 points |
| 5+ years | 20 points |

2. COPY OF ORDERS/APPOINTMENT LETTER (ATTACH COPIES FOR SIMILAR PROJECTS) MAXIMUM - 30 POINTS

5 Points per appointment letter/order

3. TRACEABLE REFERENCES (ATTACH COPIES FOR SIMILAR PROJECTS) – MAXIMUM 30 POINTS

5 Points per reference letter

4. PERSONNEL RELEVANT EXPERIENCE (PLEASE ATTACH DETAILED CV's) - MAXIMUM 20 POINTS

| | |
|-----------|-----------|
| 1-2 years | 05 points |
| 3-4 years | 10 points |
| 5+ | 20 points |

POINTS SYSTEM

STAGE 2:

80 points for price

20 points for BBBEE level

This is the final stage of evaluation and is purely based on 80 points for the price and 20 points for the BBBEE level status. In order to claim the 20 points, Bidders are required to complete MBD 6.1 and submit their BBBEE certificate. Bidders who do not submit their BBBEE certificate will not get the points for BBBEE level.