

SUPPLY CHAIN MANAGEMENT UNIT

REQUEST FOR FORMAL WRITTEN QUOTATION

RFQ Number	RFQ Description	Preferential Point System	Compulsory Briefing Session	Enquiries	Advert Date of RFQ Documents	Closing Date
IYM SCMU 05- 2018/20 19	RENEWAL OF ANTIVIRUS SOFTWARE LICENSE	80/20 80=PRICE 20=B-BBEE status level of contribution	N/A	Mr L Luke 047 874 8747	03 August 2018 @ Finance Offices, SCM Unit	14 August 2018 @ 12H00

The minimum specifications are detailed in the quotation documents that are available free of charge as from 3/08/2018 during office hours from **Intsika Yethu Municipality, Budget and Treasury Office, Supply Chain Management Unit, Cofimvaba**

NB: Documents must be submitted in the RFQ tender box main building 201 main road opposite KFC

Bidders must submit to municipality the following returnable documents:

- Fully completed and signed quotation document
- Copy of current tax clearance certificate with pin issue
- Certified Copy of Company registration certificates(CK) not older than 3 months
- Certified Copy of B-BBEE certificate not older than 3 months from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA)
- Certified Copy of identity documents not older than 3 months
- Municipal debt clearance certificates and not proof of residence(not more than 3 months old)/Lease Agreement

The Bidders shall also take note of the following conditions of the bid:

- The Intsika Yethu Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation thereof.
- All alterations in prices/quotes must be signed for and failure to sign will result in quotation deemed non-responsive, use of tip-ex is prohibited and the quotation will be deemed non-responsive.
- Late, faxed, e-mailed and/or un-signed quotation documents will not be considered.
- All bottom pages of the document received should have the initials of the people who signed it.
- The Municipality shall independently verify the above to satisfy itself prior to evaluating the price.
- Price(s) quoted must be firm and must be inclusive of VAT.
- All quotations submitted shall hold good for a period of 30 days.
- A firm delivery period must be indicated.
- Intsika Yethu Municipality Supply Chain Management Policy will apply.
- **NB: Failure to meet the above conditions of the quotation document will lead to automatic disqualification.**
- **NB: Supplier must be registered on Central Supplier Database for Government.**

Yours faithfully

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MUNICIPAL MANAGER