

Date of Advert: 16 October 2017



EMADLANGENI MUNICIPALITY

Dear Sir / Madam

REQUEST FOR WRITTEN PRICE QUOTATIONS

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 not later than **Monday, 23 October 2017 at 12H00**.

The quotation can either be hand delivered at **the reception area of Emadlangeni Municipal offices, 34 Voor, Utrecht**; OR faxed to: **034 331 4312, OR 086 457 5500** Email: scm@emadlangeni.gov.za for the attention of the SCM Office.

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.
- A firm delivery period must be indicated.
- Bidders must complete MBD4, 6.1, 8 & 9 forms and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database and Central Suppliers Database (CSD).
- Bidders must enclose the valid tax clearance copy and BBBEE certificate.

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Nombali Madondo
Procurement Officer
Tel: 034 331 3041

PRICING SCHEDULE

ITEM No.	DESCRIPTION OF GOODS /SERVICES <u>Supply, Delivery & Installation of Office 365 Business Essentials</u>	QUANTITY
1.	<p><u>Specification</u></p> <ul style="list-style-type: none">• Supply, deliver & install Office 365 Business Essentials at Emadlangeni Municipality for 50 users. User accounts migration is also required. Suppliers are requested to assess the current internet infrastructure before they quote. <p>For queries please contact M. Jele (IT Officer):0343313041/JeleM@emadlangeni.gov.za</p>	

DELIVERY ADDRESS:

ⁱ*MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.