

Date of Advert: 10 April 2018



**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 **Friday, 20 April 2018 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 3040, OR 086 457 5500** Email: [scm@emadlangeni.gov.za](mailto:scm@emadlangeni.gov.za) for the attention of the SCM Office.

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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 and 9 forms obtainable from the municipal SCM office 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/tax compliance status pin copy and BBBEE certificate.

**NB: No quotations will be considered from persons in the service of the state<sup>1</sup>**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

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**Nombali Madondo**  
**Procurement Officer**  
**Tel: 034 331 3041**

## PRICING SCHEDULE

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

**DELIVERY ADDRESS:**

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<sup>i</sup>\*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.