



An area of unfound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 011 2238, Fax: (051) 713 0461
Website: www.xhariep.fs.gov.za

REQUEST FOR PROPOSALS

1. MICROSOFT LICENSES

An advertisement is hereby placed in terms of Chapter 2, paragraph (19) (1) of the Supply Chain Management policy of Xhariep District Municipality. The Municipality invites prospective service providers/suppliers to provide the municipality with the above mentioned services.

The closing date of the advertisement will be on the **12th of August 2020, 12H00 midday** after which the determination of the successful service provider/supplier will be decided using the **80/20** preference points system as shown below. All the bids document(s) must be put in the municipal bid box.

EVALUATION CRITERION

1. FUNCTIONALITY

This method of evaluation will be used as a pre-requisite for all the providers/suppliers to qualify for the second stage of evaluation where **PRICE AND B-BEE** status will be used.

A minimum threshold of **70%** must at least be achieved by service providers or suppliers for them to proceed to the second stage of evaluation. *See document for more details*

2. POINTS ALLOCATION FOR BOTH PRICE AND B-BEE WILL BE AS FOLLOWS:

No	Element	Points
1	Price	80
2	B-BBEE	20
	Total Points	100

Price- 80
B-BBEE - 20
100

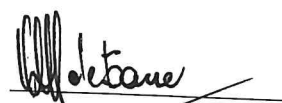
DOCUMENTS TO BE SUBMITTED



- Proof of (CSD) Central Supplier Database Registration must accompany the bid document;
- Proof of Company Registration (e.g. CK 1/2);
- B-BBEE certificate in order to claim points, (*not necessarily a disqualifications*); and
- Municipal rates and taxes account/ lease agreement.

SPECIAL CONDITIONS OF A TENDER:

- The 80/20 preference points system will be used for all these tender/bid.
 - Proof of (CSD) Central Supplier Database Registration must accompany the bid document.
 - The general conditions of contract will be applicable to this tender.
 - Each page of General Condition of a Contract "GCC" to be initialled by the service provider.
 - Bids not fully completed and signed by the bidders will be rejected.
 - Proof of municipal rates and taxes/lease agreement must be attached.
 - No rectification/correction fluid will be used on the document.
 - Bids received after closing **TIME** and/ or **DATE** will **NOT** be considered.
 - All bids that do not comply with the above conditions will be disqualified.
 - The bid with the lower/lowest price or higher/highest points may not necessarily be accepted.
 - The Municipality reserves the right to sub-divide the contract and/or accept any portion of any bid thereof.
 - Xhariep District Municipality reserves the right not to award any contract to any bidder.
 - Bid document will be available on e-Tender portal
 - Bids must be enclosed in a sealed envelope clearly stating the tender number.
 - Sealed bids and clearly marked the bid name and reference number must be placed in the Xhariep District Municipality's tender box. No emailed or faxed tenders will be accepted.
- a. *Prior to entering the Municipality premises, the representative delivering the submission may be subjected to temperature scanning. The Municipality reserves the right to deny entry should the reading be deemed above normal.*
- b. *There will be NO signing off on the SCM records during this period. This is to avoid physical contact.*


Ms LY Moletsane
Municipal Manager