



MOQHAKA LOCAL MUNICIPALITY


REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS (Over R30 000.00 up to a transactions value of R200 000.00 VAT included)

REFERENCE NUMBER: 2/1/7/2019-20

CLOSING DATE: 17/10/2019

CLOSING TIME: 12:00pm

NON-REFUNDABLE FEE: **R150.00**

Description	Contact Person
<p>RE-ADVERTISEMENT: EMAIL DATABASE RECOVERY AND PROTECTION SERVICES</p> <p>The service providers must quote on the following services:</p> <p>Email database recovery</p> <ul style="list-style-type: none">- Microsoft Exchange Database recovery and Repair (1TB) (the mail file is in a corrupted state, and can not be mounted onto exchange. We need the mail file to be restored and all the data to be converted to .PST format) <p>Domain Encryption</p> <ul style="list-style-type: none">- Secure Socket Layer (SSL) certificate – Annual license <p>External Mail Filter</p> <ul style="list-style-type: none">- Cyber security – Annual license (Email filtering, Data protection and recovery) <p>— Suppliers should submit a proposal (project plan).</p> <p>— Company profile.</p> <p><i>NB: Bidders are requested to ensure they download the declaration of interest form, specification and RFQ Scope and/or collect it from Security Desk.</i></p>	<p>Mr. M.P. Moroke Tel: 056 216 9180 Email Address: karabom@moqhaka.gov.za</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><p>SUPPLY CHAIN MANAGEMENT VERIFIED FOR COMPLIANCE</p><p>2019 -10- 10</p><p>Official Signature </p></div>

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

The following conditions to quotation exist:

1. The Municipal Supply Chain Policy will apply (Available at www.moqhaka.gov.za);
2. Bidders who do not have BBBEE Certificates will not be disqualified;

3. Bidders should ensure that quotations are delivered timeously to the correct address as indicated below. If the bid is late, it will not be accepted for consideration. **Telephonic and late quotations will not be accepted.**
4. All prices must **include VAT**;
5. Quotations will be evaluated according to the 80/20 points system as stipulated in the Preferential Procurement Regulations of 2017 that was promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553.
6. The quotation must be properly received in a sealed envelope which must clearly indicate the description of the bid, the bid number and the name and postal address of the bidder on the outside of the sealed envelope. Unmarked bids will not be taken into consideration and will be returned;
7. The lowest or any quotation shall not necessarily be accepted and the Municipality reserves the right to accept any part of the quotation;
8. Quotations submitted are to hold good for the period up until to 90 days;
9. Do not dismember this Quotation Document (do not take it apart or put documents between its pages);
10. All other documents of the submission must be attached behind this bid document;

Please attach the following **COMPULSARY DOCUMENTS**:

(Failure to submit the below mentioned documents will result in **immediate disqualification**)

1. Copy of company registration (CIPC-CK) documents that reflect company name, registration number, date of registration and active directors or members;
2. Certified copy of ID documents of the active directors or members which is not older than three (3) months;
3. Bidders must submit an original or originally certified copy of SANAS Accredited Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or the B-BBEE Sworn Affidavit which is signed by the commissioner of oaths or B-BBEE from IRBA will be acceptable. (Non-compulsory, failure to submit will result in no points awarded).
4. An original and valid tax clearance certificate or tax compliance status reference pin issued by SARS must be attached to this bid document;
5. The bidding entity as well as all its directors must submit the Municipal rates and taxes statement, which is not older than three (3) months / 90 days in arrears or valid lease agreement which is in the name of the business and, which must stipulate the responsibility of payment of municipal services.
 - 5.1 If the responsibility of payment of municipal services is that of the tenant / lessee, please provide proof of payment of those services.
 - 5.2 If the business operates from the different address as per the CIPC document, a affidavit certified by the commissioner of oaths must be attached.
 - 5.3 If the statement is in the Landlord's or Director's name an affidavit certified by the commissioner of oaths must be attached.
6. The Central Supplier Database (CSD) registration summary report. **NO AWARD WILL BE MADE TO A SUPPLIER WHO IS NOT REGISTERED ON THE CSD.**
7. The following completed and **signed documents to the bid**: (Obtainable from the SCM section or from the municipalities website).
 - 7.1 MBD 1: Invitation to tender;
 - 7.2 MBD 4. Declaration of Interest;
 - 7.3 MBD 6.1 Preferential Points;
 - 7.4 MBD_6_2 Local content;
 - 7.5 MBD 8: Declaration of bidders past supply chain management practices

**SUPPLY CHAIN MANAGEMENT
VERIFIED FOR COMPLIANCE**

2019 -10- 10

Official Signature 

7.6 MBD 9: Certificate of independent bid determination.

If the MBD forms are not completed & submitted, your quotation will be rejected.

8. Delivery charges MUST be included in the price for "Supply and Delivery of Goods" or it should be clearly indicated.
9. In terms of Joint Venture: bidders must attach a joint venture agreement;
10. Municipality will only communicate the outcome of the bid with successful bidder and more information can be obtained from the municipality website;

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 27636 DATED 30 MAY 2005.

PAYMENT OF NON-REFUNDABLE FEE R150.00

Payment of the non-refundable fee of R150.00 can be made by the cashiers at the main Municipal Building, Hill Street or directly into the municipal bank account. Proof of EFT payment should then be forwarded to the SCM office via email to agnesm@moqhaka.gov.za or palesal@moqhaka.gov.za , after which the complete document containing the MBD forms will be forwarded to the bidder.

Moqhaka Local Municipality Banking Details:

Bank : ABSA Bank Kroonstad

Account Number : 40-5327-4876

Branch Code : 334536

Bidder Reference: Company Name and RFQ Number (2/1/7/2019-20)

SUBMISSION DETAILS

The quotation and supporting documents sealed in an envelope and externally endorsed with the relevant quotation number and description and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad.

CONTACT DETAILS FOR ENQUIRIES

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9143.

For Technical, queries contact Mr M.P Moroke at (056) 216 9180.

