



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Skill the nation and let everyone prosper

P.O. Box 92491 Mt Frere 5090 Tel: 039 255 0346 /1210/1211

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Enquiries: S. Ngodwana

E-mail Address: sngodwana@ingwecollege.edu.za

Tel: 039 940 2142 Ext 121

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN QUOTATION

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business and **must** be hand delivered (**ONLY**) before **12H00pm** on the **05 July 2018** at **Ingwe TVET College, Administration Offices, Mount Frere** where the quotations will be opened in public. For more enquiries:

Technical Enquiries : Mr S Mqetha
Tel : 039 940 2142
Finance Enquiries : Ms. N Futshane
Tel : 039 940 2142

ADVERT FOR MICROSOFT VOLUME LICENCING RENEWAL FOR THE COLLEGE: BID NUMBER: INGWE/084/2018

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- 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 valid Tax Clearance certificate or SARS TAX Compliance status with PIN.
- Certified copies of Company Registration certificate.
- Certified ID Copies of company owners.
- B-BBEE certificate copy or swarm affidavit.
- 80/20 preferential procurement point system will be applied.
- Firm Delivery Period must be indicated.
- **NB: The following forms (SBD forms) should be attached with every bid/RFQ submitted:**
 - o Completed SBD 4
 - o SBD 8 and
 - o SBD 9 on request from Supply Chain Office
- Bidders should be in a position to provide certificate of compliance after the completion of work.
- A successful bidder is required to submit original tax clearance certificate,
- A statement of Municipal Account that is not older than 3 (three) month or Lease Agreement or Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates or a letter from a ward councilor.
- Proof of registration for CSD (Central Supplier Database)
- **Proof of re-seller certificate as distributor**

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

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

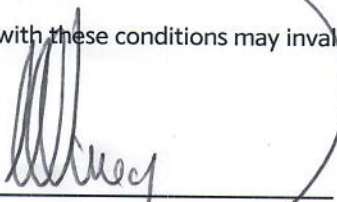
- Ingwe TVET College Supply Chain Management Policy will apply;
- Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.

if not already registered.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE



DATE

28/06/2018

SPECIFICATION (ATTACHED)

NB: QUOTATION SHOULD BE SUBMITTED BASED ON RATES PER LITRE ONLY

EVALUATION CRITERIA

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30 000.00

Price - 80 point
B-BEE status level of Contribution - 20 points

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non - compliant	0

DELIVERY ADDRESS:

INGWE TVET COLLEGE
ADMINISTRATION OFFICES
BADIBANISE LOCATION A/A
MOUNT FRERE
5090

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Enquires: S. Mnqeta Tel: 039 255 0346

Fax: 039 255 0347

Specification For Microsoft Licensing

Product Code	Product Description	Level	Qty	Offering (Faculty/Student)
2UJ-00001	DsktpEdu ALNG LicSAPk MVL	C	600	Faculty
M6K-00001	O365Edu ShrdSvr ALNG SubsVL MVL PerUsr	Non-Specific	1000	Faculty
5XS-00002	O365ProPlusEdu ShrdSvr ALNG SubsVL MVL PerUsr w/Faculty	Non-Specific	1000	Student
9GA-00308	CISStdCore ALNG LicSAPk MVL 16Lic CoreLic	Non-Specific	11	Additional Product

Compiled By S. Mnqeta

ICT

.....27 June 2018