



**UBUHLEBEZWE MUNICIPALITY**  
**CHIEF FINANCIAL OFFICE**  
**SUPPLY CHAIN MANAGEMENT UNIT**  
Tel : 039 834 7700  
Fax: 039 834 2978  
Email:scm.procurement@ubuhlebezwe.gov.za

REF:2349  
QUOTE NO: UBU-Q-02/09/19  
Date: 11 September 2019

Dear Sir / Madam

**REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR SERVICE PROVIDER TO SUPPLY MICROSOFT PROJECT PROFESSIONAL 2019**

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 and must be submitted in a sealed envelope to the Tender BOX. The envelope must be clearly marked "supply microsoft project professional 2019." - UBU-Q-02/09/19" not later than 20 September 2019 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:

- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 1, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Valid Tax Clearance Certificate & Tax compliance status with verification pin
- Detailed proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate with SANAS logo or sworn affidavit**
- Copy of Company Registration Document
- Copies of ID for Company Directors or Members
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months or an Affidavit signed by Commissioner of Oath if you do not pay municipal accounts or a valid lease agreement with a letter from the landlord stating that rent is up to date.


**NB: No quotations will be considered from persons in the service of the state.**

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted.

*If the price offered by tenderer is not market related, the municipality may not award the contract to that tenderer and may negotiate for market related price with the tenderer, failing which negotiate with the net highest scoring tenderer or the tender may be cancelled.*

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

  
\_\_\_\_\_  
Mr G M Sineke  
MUNICIPAL MANAGER

QUANTITY	DESCRIPTION	PRICES INCL VAT
6	Request to supply Microsoft project professional 2019	
	All amounts to include VAT	

**Delivery Address**  
**29 Margaret Street**  
**Ixopo**  
**3276**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>			
<b>BID NUMBER:</b>	UBU-Q-02/09/19	<b>CLOSING DATE:</b>	20 September 2019
<b>CLOSING TIME:</b>	12H00	<b>DESCRIPTION</b>	
SUPPLY MICROSOFT PROJECT PROFESSIONAL 2019			
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

29 MARGARET STREET			
IXOPO			
3276			
<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/></span>
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

## SUPPLY, DELIVER & TRAIN MICROST OFFICE PROJECT PROFESSIONAL 2019

### 1. INTRODUCTION

Ubuhlebezwe local municipality seeks for a reputable service provider to provide Microsoft Office Project Professional Licenses that will assist the municipalities Infrastructure Department with drafting and monitoring key Infrastructure Projects. The software will be installed for 6 users. There service provider must be a Microsoft reseller or partner and further furnish the Municipality with their certification. The service provider to do refresher training for the users and must be certified to train users on Microsoft Office Project.

### SPECIFICATION:

Attribute	Maximum
Resources per project	700,000
Resource units per assignment	60,000,000 units or 6,000,000,000%
Resource availability dates	100
Tasks per project	400,000
Task dependencies per project	No limit
Predecessors per task	50,000
Successors per task	50,000
Outline levels per project	65,535
Consolidated projects	998
Open project files per consolidated project	998
Sharer files connected to a single resource pool	997
	(That is, the maximum number of open project files, minus 1 for the resource pool itself.)
Open windows	50
Base calendars	Tested to 30,000+
Calendar exceptions per calendar	Testing was able to add more than 15,000 exceptions to a base calendar.
Rate tables to support varying pay scales and rates	5 per resource
Variable rates per rate table to support rate increases and decreases	25
Cost value in a currency field	999,999,999,999.99
Work value	1,666,666.666 hours
Assignment work values for work assignments	999,999,999 hours
Assignment work values for variable material assignments	999,999,999 units
Assignment work values for fixed material assignments	60,000,000 units
Custom cell formats	64,000
Print scaling adjustment range percentage	10%-500%
Page header text	5 lines
Page footer text	3 lines
Page legend text	3 lines
Page legend text box width	5 inches (12.7 centimeters)
Filter tests per filter	40
Filter tests per AutoFilter	2 per column
Earliest date allowed for calculation	January 1, 1984
Latest date allowed for calculation	December 31, 2149
	(In Project 2010, the last date allowed for calculation is December 31, 2049.)
Discontinuous selections in a sheet view	10
Baselines	11
Characters in a text field	255
Characters in an outline code field	255
Values and characters in an Enterprise Resource Multi-Value (ERMV) field	255 values, each of 255 characters
Value in a number field	9,999,999,999,999.99

## **FUNCTIONAL SCORING**

### **STAGE 1: FUNCTIONALITY**

In order to reach the final stage, the bidder must obtain at least 60% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 60% will not be considered for the 2<sup>nd</sup> stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

#### **Qualification and functionality**

##### **EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS**

(Please provide a table indicating the nature of previous work, value, date commence and date completed)  
(no points shall be awarded if proof is not attached). (Maximum points=20)

1-3 years	= 5 points
4-6 years	= 10 points
7-9 years	= 15 points
10+	= 20 points

##### **COPIES OF APPOINTMENT LETTERS OR ORDERS FOR SUPPLY, DELIVER & INSTALLATION OF SOFTWARE LICENCES (Please attach) (maximum points=20)**

5 points per appointment letter/order

##### **COPIES OF REFERENCE LETTERS FOR SUPPLY, DELIVER & INSTALLATION OF SOFTWARE LICENCES (Please attach) (maximum points=30)**

5 points per appointment letter/order

##### **MICROSOFT RESELLER CERTIFICATION (Please attach) (maximum points=10)**

##### **PERSONNEL EXPERIENCE IN SIMILAR PROJECTS (please attach CV & certification of trainer) (maximum points=20)**

1-3 years	= 5 points
4-6 years	= 10 points
7-9 years	= 15 points
10+	= 20 points