



**LEJWELEPUTSWA**  
**DISTRICT MUNICIPALITY**  
*Office of the District Municipal Manager*

Cnr. Jan Hofmeyer & Tempest Road

P.O. Box 2163

WELKOM

9460

**RFQ NO. 590/04/2024**

**REQUEST FOR SERVICE PROVIDERS TO PROVIDE MICROSOFT OFFICE LICENSE  
FOR 8 USERS.**

**SPECIFICATION:**

**PC OR MACBOOK - 2024 EDITION, VALIDITY LIFETIME LICENSE.**

More details are available on the Lejweleputswa District Municipality website([www.lejwe.co.za](http://www.lejwe.co.za)), e-Tender portal and municipal SCM offices

Quotations must be submitted on the letterhead of your business and must be hand delivered or posted for the attention of:

Mr. T. Masapo  
Lejweleputswa District Municipality  
Supply Chain Management Unit  
CNR Jan Hofmeyer and Tempest Road,  
Welkom  
9460

**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 inclusive of VAT
- Bidders must attach quotation with a letter head of the company when submitting bids.
- This bid will be evaluated in terms of the **80/20** preference point system in terms of LDM Preferential Procurement Policy of 2022 and Supply Chain Management Policy, and for this purpose the **MBD1, MBD4, MBD6.1, MBD8** and **MBD9** must be scrutinized, completed and submitted together with your bid. **Non-adherence to this request will lead to disqualification.**
- In order to claim preference points for specific goals. **1. B-BBEE** (10) a valid original or certified B-BBEE status level verification certificate (SANAS accredited) or a sworn affidavit completed on the DTI format must be submitted to validate the claim. **2. Locality** (10) The tenderer shall submit a Municipal Billing Clearance Certificate/municipal rates and service charges statement (not in arrears for more than 90 days), if renting a lease agreement and owner's copy of up-to-date municipal rates and service charges (not in arrears for more than 90 days). Should the tenderer not be based in the Lejweleputswa District Municipality, he shall submit a Municipal Billing Clearance Certificate issued by the municipality in which he/she is based.
- A valid SARS Tax Clearance Certificate and the tax compliance status pin to be submitted. It is the responsibility of the bidder to ensure that the company's Tax Status remains **compliant** at **ALL** times.
- Bidder should ensure all information in the National Treasury Central Supplier Database is accurate and complete.

**NB: No proposals will be considered from the person in the service of the state.  
No late proposals will be considered.**

Enquiries: Technical - Mr M. Rantsatsi  
A.M SCM - Mr. T. Masapo

- ([moletsane@lejwe.co.za](mailto:moletsane@lejwe.co.za))  
- ([tshego@lejwe.co.za](mailto:tshego@lejwe.co.za))

057 108 5000  
057 108 5000

Closing date: **25 April 2024 @ 16:00 pm**

Mr. M.L MAKHETHA

DISTRICT MUNICIPAL MANAGER