

**INXUBA YETHEMBA  
UMASIPALA WASEKHAYA / PLAASLIKE MUNISIPALITEIT /  
LOCAL MUNICIPALITY**

P O Box 24  
CRADOCK  
5880  
TEL : +27(0)48 801 5000  
FAX : +27(0)48 881 1421



P O Box 55  
MIDDELBURG  
5900  
TEL : +27(0)49 842 1337  
FAX : +27(0)49 842 1310

*"A coherent developmental municipality putting people first and providing a better life for all its citizens"*

**REQUEST FOR QUOTATION**

<b>To:</b>	<b>ALL PROSPECTIVE SERVICE PROVIDERS</b>
<b>Project Name:</b>	<b>SUPPLY AND DELIVERY OF SOFTWARE LICENSES</b>
<b>Requestor:</b>	<b>INXUBA YETHEMBA MUNICIPALITY</b>
<b>QUOTATION NO.</b>	<b>IYM05/07/2022Q</b>
<b>NOTICE NO.</b>	<b>86/2022</b>
<b>Advert Date:</b>	<b>29 July 2022</b>
<b>Closing Date:</b>	<b>5 August 2022</b>

**SPECIFICATION**

**SPECIFICATION AND PRICING SCHEDULE**

**Pricing Schedule:**

<b>No.</b>	<b>Description of service</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1.	Anti-virus Endpoint data protection license - Renewal for 3 years	1		
2	PDF converter  - Ability to use blown signatures/stamps - Create PDF files from Microsoft files - Identify differences between the two versions - Permanently obscure sensitive parts/PDFs - Combine multiple PDFs into a single one			

	<ul style="list-style-type: none"> <li>- Conversion of images into editable PDFs</li> <li>- Create and collect information from forms</li> <li>- Bates-stamping and numbering functionality</li> <li>- Easy optimization of a PDF (file size smaller)</li> <li>- Export/extract from PDF to Office files</li> <li>- Integrate with LexisNexis case map program</li> <li>- Manage and side-by-side document comparison</li> <li>- Powerful commenting and editing tools</li> <li>- Easy one-click PDF-creation, and more.</li> <li>- The new way to create PDF documents</li> <li>- The new way to find the feature quickly</li> <li>- New easy to use the ribbon interface</li> <li>- Added auto proofread and correct PDF</li> </ul> <p>Other bug fixes and improvements</p>				
	<b>Sub-total</b>				
	Vat @ 15%				
	<b>TOTAL</b>				

#### **Evaluation criteria**

The quotes will be evaluated using the 80/20 preferential point system.

#### Payment for Services

Payment will be issued with 30 days after goods have delivered.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be

accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation and no reason for the acceptance or rejection of a quotation will be furnished.

**General**

- The Inxuba Yethemba Municipality Supply Chain Management policy shall apply
- All prices will be evaluated inclusive of VAT, except where a non-VAT vendor has submitted a responsive bid. In this case, all bids prices will be evaluated exclusive of VAT.
- Certified copies of identity documents of directors.
- Quotations must be signed or annexed with a company stamp.
- Bidders to supply municipal utility bill or lease agreement reflecting status of accounts.
- Bidders to include the following municipal declarations with the quotations: MBD 4 and MBD 9.
- Quotations to be valid for 60 days from the closing date.
- IYM reserves the right to award the quotation in full or part thereof.
- CSD report must be submitted
- SARS Pin or Tax compliance certificate

**Note: Failure to attach the B-BBEE Status Level Certificate will result in the bidder losing the preference points.**

Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTATION NO: 05/07/2022Q (**SUPPLY AND DELIVERY OF SOFTWARE LICENSE**)", which must be placed in the bid box, located at the Registry Office in the IYM offices No. 1 JA Calata Street, Cradock, 5880, **before 5 August 2022 at 12pm on the closing date. No email submissions will be allowed.**

For technical enquiries with regard to the Request for Quotation, please contact the Project Manager, Mr. L. Mpotulo on 048 8015014 or [Impotulo@iym.gov.za](mailto:Impotulo@iym.gov.za)

**All suppliers are required to register on the Central Supplier Database (CSD), as well as submit a Declaration of Interest form (available from the Supply Chain Office). Information on the CSD is available on the CSD website: [www.csd.gov.za](http://www.csd.gov.za).**

Should you have any SCM related enquiries please contact the **Supply Chain Management Unit**;

- Silulami Mbilane (048) 801 5059 or email [silulami@iym.gov.za](mailto:silulami@iym.gov.za)

**CLOSING DATE: 5 AUGUST 2022 AT 12H00**