

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

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

REQUEST FOR QUOTATION

To:	ALL PROSPECTIVE SERVICE PROVIDERS
PROJECT NAME :	RE – ADVERT: SUPPLY AND DELIVERY OF VIRTUAL MEETINGS PLATFORM LICENCES FOR 12 MONTHS FOR IYM.
REQUESTER :	INXUBA YETHEMBA MUNICIPALITY
QUOTATION NO.	IYM04/11/2025Q
NOTICE NO.	185/2025
ADVERT DATE	21 ST OF JANUARY 2026
CLOSING DATE :	28 TH OF JANUARY 2026

SPECIFICATION

SPECIFICATION AND PRICING SCHEDULE: Supply and delivery of virtual meeting platform licences for 12 months.

NB: 4 LICENCES FOR HOSTING.

NO	DESCRIPTION OF GOODS AND SERVICES.	QUANTITY	UNIT PRICE	TOTAL PRICE
	Meeting Capacity	Up to 1,000 participants per Meeting		
	Cloud Storage	Unlimited storage for Meetings Recordings		
	Whiteboards	Unlimited digital whiteboard for collaboration		
	Automated Captions	Included for accessibility		
	Breakout Rooms	Allow Hosts to splits participants into smaller groups		
	Company Branding	Options to customize the appearance of meeting and Webinars		

	Single Sign -SSO	For Simplified user authentication		
	Advanced Reporting and Analytics	For Executive Business Reviews and Deeper insights		
	Security and Compliance	Includes Enhanced enterprise –grade security and compliance tools		
	Support	Direct Support from a dedicated customer success manager, plus live chat phone, and ticketing support		
	Other Features	Include Team Chat for Messaging and File sharing and Virtual Backgrounds		
	VAT @ 15%			
	TOTAL			

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

- 20 points will be allocated as follows:

Locality: 50%

Locality	Number of Points 80/20
Enterprise within Inxuba Yethemba Local Municipality	10
Enterprise within Chris Hani District Municipality	8
Enterprise within Eastern Cape	5
Enterprise within South Africa	2
Enterprise from outside of South Africa	0

- Municipal Account must be submitted for points to be allocated.

BBBEE: 50%

- 10 points will be allocated to 100% Black owned firms
- BBBEE certificate/ sworn affidavits must be submitted for points to be allocated.

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
- All bidders to declare for local content.

- **NB: Submissions of SBD Forms will not be considered and bidders will be disqualified**

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: IYM04/11/2025Q (**SUPPLY AND DELIVERY OF VIRTUAL MEETINGS PLATFORM LICENCES FOR 12 MONTHS FOR IYM**)" 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 12 pm on the closing date of 28th of January 2026. No email submissions will be allowed.**

For inquiries regarding the request for Quotation, please contact the Project Manager, Mr. S. Myeni at 0488015014 or email smyeni@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.

Should you have SCM-related inquiries please contact the **Supply Chain Management Unit;**

- Tandelwetu Petelo (048) 801 5159 or email tpetelo@iym.gov.za

CLOSING DATE : 28th of JANUARY 2026 AT 12H00