

Bid No: SCM 34/2025/26

Supply Chain enquiries: 016 973 8740/3/4

Date: 27 February 2026

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER FOR SOFTWARE LICENSE RENEWAL AND DIRECT PURCHASE.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **06 MARCH 2026 before 11H00 AM** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Service provider** must submit **municipal rates and taxes statement on the company name that** is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.
- The service provider must submit proof (signed letter or certificate) confirming that they are an accredited ManageEngine partner or reseller. The document must be issued on the official letterhead of ManageEngine or an authorized ManageEngine distributor.

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or an **official letter from the bank** confirming the registered business address of the bidder.

General Conditions are available on the Municipal website for your information. Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloug
Municipal Manager

SPECIFICATION:

AD MANAGER SOFTWARE LICENSE RENEWAL		
Item Specification:		Quantity
<ul style="list-style-type: none"> • Product Type - Active Directory Manager • License Type - Professional • Edition - AD Manager Plus • Years - 02 (Two) • Number of Domains - 01 (One) • Number of Technicians - 02 (Two) • Product version - 6.5.3 or higher 		01

COREL DRAW SOFTWARE LICENSE (DIRECT PURCHASE)		
Item Specification:		Quantity
<ul style="list-style-type: none"> • Product Type - Corel Draw • Edition - Graphics Suite 2025 for Windows • Years - Lifetime License • Number of Technicians - 02 (Two) • Product version - Latest 		01

P.O. Box 60, Sasolburg, 1947
Tel : 016 973 8300/1
Fax : 016 973 2191
Website : www.metsimaholo.gov.za



Local Municipality
Plaaslike Munisipaliteit
Lekgotla La Motse

CANVA SOFTWARE LICENSE (DIRECT PURCHASE)	
Item Specification:	Quantity
<ul style="list-style-type: none">• Product Type - Canva• Edition - Business• Years - 03 (Three)• Product version - Latest	02