

**Bid No: SCM 41/2024/25**

**Supply Chain enquiries: 016 973 8740/44**

**Date:** 20<sup>th</sup> of January 2025

**Request for formal Written Quotation**

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

**APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY AD SERVICE  
DESK LICENSE RENEWAL.**

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 company and must be delivered not later than the **28<sup>th</sup> of JANUARY 2025 before 11H00AM** in the tender box located at Metsimaholo Local Municipality, First 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**.
- Bidder should attach proof (letter or certificate) of being an accredited **Manage Engine Service Desk Plus reseller or partner**.
- **The 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.**

**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 a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

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. Motloun  
Municipal Manager

## SPECIFICATIONS

### SERVICE DESK SOFTWARE LICENSE

<b>Products</b>	-	Service Desk Manager
<b>Required Quantity</b>	-	01 (One)
Product Type	-	Service Desk
Duration	-	(03) Three years
Edition	-	Manage Engine Service Desk Plus
Product version	-	8.2 or higher

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### Returnable Documents

- The potential bidder should attach proof (letter or certificate) of being an accredited Manage Engine Service Desk Plus reseller or partner.

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### Timelines

- The successful bidder is expected to deliver the product (licenses) within **07 (seven) days** from the date the successful bidder receives the appointment letter or the formal order which ever may be readily available first.