



# SEKHUKHUNE

## District Municipality

Private Bag X 8611, Groblersdal 0470

No: 03 West Street, Groblersdal 0470

Tel: (013) 262 7300 Fax: (013) 262 3688

IN TERMS OF SEKHUKHUNE DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY, QUOTATIONS ARE HEREBY INVITED FROM ELIGIBLE AND INTERESTED COMPANIES, CONSORTIUM OR JOINT VENTURES FOR THE APPOINTMENT OF SERVICE PROVIDER TO PURCHASE SERVICE-DESK SOFTWARE LICENSE.  
**SK8/8 /2/1-126/2022/2023**

### SPECIFICATIONS

- Service desk plus professional edition with subscription model on (ten) 10 licenses for a period of twelve (12) months.

Completed quotation documents, fully priced, initialled, or signed must be sealed in an envelope marked, numbered and named **(Appointment of Service Provider to purchase service-desk software license)** should be deposited in the tender box situated at Groblersdal Fire Station Office of Sekhukhune District Municipality on or before **15th December 2022 at 12:00**. For further information contact **Voster Masemola** at 013 262 7656 and **Thabiso Mashaba (IT Manager)** at 013 262 7300. No compulsory briefing sessions will be held.

#### **Please Note:**

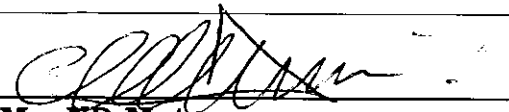
The following returnable documents are compulsory except the BBBEE certificate and will lead to disqualification if not attached

- Valid Tax pin/Tax clearance Certificate.
- Copies of Company Registration documents.
- Certified Copy of B-BBEE Verification certificate or Sworn Affidavit for BBBEE Exempted Micro Enterprises (Required for Evaluation)
- Proof of municipal rates and taxes for both company and Director (s) not in arrears for more than three months or proof of lease agreement including rates for the landlord. In case where the Company or Director is registered in a rural area where the rates are not paid, please attach proof from Local Authority and Affidavit under oath indicating that there are no municipal rates payable.
- Certified ID copies of the directors
- MBD 4, MBD 8 and MBD 9 forms must be signed and attached with quotation.
- CSD report
- Quotation Addressed to Sekhukhune District Municipality
- No late, Telegraphic, Facsimile, E-mail and Telex bids will be accepted.

#### **Evaluation Criteria**

- Minimum points/score for functionality is 60, anyone who scores below 60 points will be disqualified for further evaluation
- This will be evaluated in terms of the **80/20** points scoring system.

Qualifications:	Degree in IT (20 points) National Diploma in IT (15 points) High Certificate (5 points)	(20) points
Qualified and Licensed Principals License Partner and Reseller Valid Letter		(20) points
Personnel experience:	5 and above projects (30 points) 3-5 projects (20 points) 1-2 projects (10 points)	(30) points
Company previous/ current projects related to the scope of work with appointment letters:	5 and above projects (30 points) 3-5 projects (20 points) 1-2 projects (10 points)	(30) points
<b>Total</b>		<b>(100) points</b>

  
**Mr. ND Matumane**  
**Acting Municipal Manager**

2022/12/106  
**Date**