

REQUEST FOR PROPOSALS/WRITTEN QUOTATIONS

Fezile Dabi District Municipality hereby invites service providers to submit proposal/bids for the below mentioned project.

Bid Number	Bid Description	Points System	Functionality	Document Price	Closing date	Compulsory Site Briefing	Contact Person
017/2025-26	Procurement of service provider to implement the migration of Microsoft exchange 2019 to Microsoft 365, provision of Microsoft office 365 licenses including maintenance and support for a period of thirty six (36) months.	80/20 Preferential points system Price: Max points 80 Specific goals: Max points 20 Locality: 10 points within the boundaries of Fezile Dabi District Municipality . 8 points within the boundaries of Free State . 0 outside the boundaries of Free State . Women Ownership: 81-100% women owned 5 points, 61-80% women owned 4 points, 41-60% women owned 3 points, 21-40% women owned 2 points, 1-20% women owned 1 point and 0% women owned is 0 . Disability: 51-100% disability owned 5 points and 0-50% disability owned 0 .	Experience in Microsoft 365: 20 points Microsoft partner: 40 points Skills and qualifications: 40 points Minimum points for further evaluation is 80	R1500.00 (Cash or direct deposit with a proof of deposit). Alternatively, @www.etender.gov.za for free on etender portal.	Monday, 29th June at 12:00pm Fezile Dabi District Municipality Main Building Sasolburg	There will be no site briefing.	SCM Unit (016) 970 8600/Technical person Ms Maletsatsi Mofokeng (016) 970 8736 Email address:maletsatsim@feziledabi.gov.za

Requirements: - Valid company tax clearance certificate must be attached or pin supplied. Certified ID copy. - Certified copy of the company registration certificate/founding certificate must be attached. – Copy of CSD registration report must be attached. – obtain prove that municipal services, rates and taxes of the service provider are not more than three months in arrears with the relevant municipality or the landlord stamp in the case where the service provider is renting the premises / rental paid by tenant include the statement of municipal services from the Landlord or affidavit from SAPS with landlord municipality rates and taxes– All compulsory/supplementary forms contained in the bid documents must be completed and signed (MBD 1,4, 6.1, 8 &9 amongst others) – Company profile.

Please note: - Bidders should take note that the bid document will be obtainable as from Monday 01st June at 10:00am 2026, from Supply Chain Management Unit, Fezile Dabi District Municipality offices in Sasolburg and for free download on etender portal. A Sealed bid should clearly indicate the bid in which you bid for - No bids will be accepted from persons in the service of the state. No telegraphic, telefax and late bids will be accepted.- **Municipality is not bound to accept the lowest bid.**- Failure to comply with the above mentioned conditions may invalidate your bid.- Bids will remain valid for 90 days. –All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022.

Mr A Mgcina

Acting Municipal Manager