

Address of Registered office:
 Old Government Printers
 No. 5 Textile Road
 Vulindlela Heights
 Mthatha
 5099

Tel : +27(0) 47 531 0346
 Fax : +27(0) 47 531 4121

Postal Address
 P.O. Box 1134
 Mthatha, 5099

Email : info@ntinga.org.za
 Website : www.ntinga.org.za



REQUEST FOR QUOTATIONS

Notification date: 18/07/2024

ADVERTISEMENT: RFQ NO – 03/07/2024

MICROSOFT OFFICE 365 LICENSE RENEWAL (ICT)

Ntinga O.R. Tambo Development Agency SOC LTD invites registered, qualified and experienced bidders to submit a detailed quotation to supply, configure and install 80x Microsoft 365 License for 2 months.

Minimum specifications/Features:
1. Configure and install 80x Microsoft 365 Business Standard licenses (Word, Excel, PowerPoint, Outlook, Email Services, Teams, OneDrive, OneNote, SharePoint)
2. 2 Monthly License
3. Ntinga domain: ntinga.org.za

FUNCTIONALITY CRITERIA

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
Track Record:	60
<ul style="list-style-type: none"> Provide a document or proof (agreement / partnership) indicating that the bidder is a registered products distributor/authorized reseller. 	
Contactable References:	40
Attach a minimum of one reference letter as evidence of having provided software licenses in the past two years. Points will be allocated as follows: -	

Ntinga O. R. Tambo Development Agency SOC Ltd: A Municipal entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
 Directors: Dr L. L. Ndabeni (Chairperson), Dr N.T Ndudane, Mr T Yako, Mr. L Mbiko (CEO), Adv. S Mancotywa, Z.W Xalisa
 M.J Sikhosana, Mr. M.P Madikiza, Ms. S Ndlondlwana(Company Secretary).

<ul style="list-style-type: none"> • One reference letter 10 points • Two or more reference letters 40 points 	
TOTAL	100

N.B!!! Bidders must score a minimum of 70 points to be evaluated further for price and preference

Price and Preference

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act (5/2000). And preferential procurement regulations 2022.

Points	Preferential Procurement Goals	Proof to be Attached to claim full points
80	Price	N/A
20	Specific goal	
Bidders are to score specific goals as follows:		
5	Women	Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Youth	Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Disabled	Attach proof from a registered doctor/physician for a bidder to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Rural	Attach proof of residence of the business/lease agreement: Village. Settlement/Semi-town
100		

Bidders should take note of the following conditions (Failure to provide mandatory information in this proposal may result in the submission considered as non-responsive.

- Quotations will be evaluated according to the compliance with Preferential Procurement Policy Framework Act.
- The bids should include company registration number, tax reference number, valid tax clearance certificate or tcc code, CSD Report, MBD 4, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR BID INVALID / NON-RESPONSIVE**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply

available for download www.ntinga.org.za

Quotations clearly marked "RFQ 03/07/2024 **Microsoft 365 Office License Renewal**" may be emailed to rfq@ntinga.org.za. and/or deposited in a bid box placed in the Ntinga O. R Tambo reception at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099 Late quotations will not be considered. **Closing Date Monday ,29 July 2024 at 12:00. For enquiries, please contact Ms. V. Dunga at 047 495 0569 and/or by email at vuyelwad@ntinga.org.za**

Approved by;


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S.Sentwa
Chief Finance Officer

19/07/2024
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Date