



# NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

## BID NOTICE & INVITATION FOR BIDS

Bids are hereby invited from suitable qualified and experienced Service Providers for the project mentioned below:

Project Name	Bid Number	Compulsory Briefing	Specific goals	Closing dates
Microsoft office 365 volume licensing for a period of 36 months	NDWP 15/24/25	29 January 2025 at 11:00 in Ndwedwe main office	Locality, Race and Gender	20 February 2025 @ 12H00

Bidders are requested to e-mail letters reserving the bid document to this e-mail address: [thulile.faya@ndwedwe.gov.za](mailto:thulile.faya@ndwedwe.gov.za) as from Tuesday the 21<sup>st</sup> of January 2025 to Friday the 24<sup>th</sup> of January 2025.

Bid documents will be available upon a payment of R500.00, non - refundable documentation fee from the office of **SCM unit at NDWEDWE LOCAL MUNICIPALITY OFFICES** only on **Wednesday the 29<sup>th</sup> of January 2025**, P100 Road Lot 47- 48 Ndwedwe during office hours: **Monday to Friday 08H00 to 14H00**.

<b>Banking Details</b>	: The Ndwedwe Local Municipality, Name of the BANK: NEDBANK
<b>Account Name</b>	: Ndwedwe Local Municipality
<b>Account Number</b>	: 119 744 1085
<b>Branch</b>	: ZULULAND BUSINESS BANKING
<b>Branch Code</b>	: 198765
<b>Accounttype</b>	: CHEQUE ACCOUNT

The Proof of Payment must reflect the Bid Number and Company Name as Reference.

Enquiries: Busiswa Msomi Tel. No.: 032 532 5051 or email to [busiswa.msomi@ndwedwe.gov.za](mailto:busiswa.msomi@ndwedwe.gov.za)

The first stage of evaluation will be Compliance – Mandatory documents, second stage of Functionality and the minimum passing score of 80 points. A bidder will be disqualified for the allocation of points for price and specific goals if that bidder failed to obtain the minimum required score of 80 points to qualify for Pricing and Specific goals.

Bid document must be sealed in an envelope marked with the relevant: “**Project Name and Bid Number**” and must be deposited in the bid box situated at the reception area: Ndwedwe Municipal offices, Lot 47- 48, Road P100, Ndwedwe, where bids will be opened in public.

The Ndwedwe Municipality subscribes to the Preferential Procurement Framework Act, Act 5 of 2000, new 80/20 preference points system will apply in terms of the Preferential Procurement Regulation 2022

Bids shall be valid for a period of 120 days. The Ndwedwe Local Municipality does not bind itself to accepting the lowest, or any bid, either wholly or in part or give any reason for such action,

Late bids or bids received by way of post, facsimile or e-mail will, under no circumstances, be considered.

Only bidders registered with Central Supplier Database will be considered.

Enquiries regarding this notice may be directed as follows:

Technical Enquiries	: Mr Sanele Mthembu	- 032 532 5000
SCM Enquiries	: Ms Mati Shangase	- 032 532 5015

**MR SDG KHUZWAYO**  
**MUNICIPAL MANAGER**