

Address of Registered Office:

Old Government Printers
No.5 Textile Road
Vulindlela Heights
Mthatha
5100

Postal Address:

P.O Box 1134
Mthatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0)47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

Request For Quotations.

Notification date: 20/05/2021

**ADVERTISEMENT: RFQ NO – 02/05/2021
(MICROSOFT OFFICE 365 USER LICENSES)
(NTINGA HEAD OFFICE)**

Ntinga O.R. Tambo Development Agency SOC LTD invites registered, qualified and experienced Service Providers to submit detailed quotations for the Supply and Delivery of Microsoft Office 365 user licenses:

The following are the services that the entity requires:

Description of goods and/or Services	Units
<p>The Entity is looking for the Service Provider to submit detailed quotations for the supply and delivery of 70 monthly Microsoft 365 user licenses for a period of 3 months. And, once off 70 email migration from current service provide to MS 365.</p> <p>Below is a minimum specification (s):</p> <ul style="list-style-type: none"> • 70 Microsoft 365 Business Standard licenses (Word, Excel, PowerPoint, Outlook, Email Services, Teams, OneDrive, OneNote, SharePoint) • Monthly Licenses for 3 months • Migration of 70 emails by service provider. • Basic training for 3 Users on migration of emails 	70 User licenses

Note: Quotation must include a detailed breakdown of all costs involved in the provision of the goods/service.

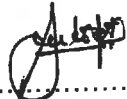
Terms and conditions:

- Quotations will be evaluated according to the 80/20 point system in compliance with Preferential Procurement Policy Framework Act.
- The quotation should include company registration number, tax reference number, valid tax clearance certificate, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature and MDB 4 Document. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR QUOTE INVALID / NON RESPONSIVE AND WILL RESULT IN AUTOMATIC DISQUALIFICATION.**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price quotation or any other quotation and reserves the right to award the whole or part of the quotation.
- Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your quotation will score zero for preference points.

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M. Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;
 Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr L. Mbiko (Acting CEO)
Company Secretary: Ms. C. Mfana

Quotations clearly marked "RFQ 02/05/2021- MICROSOFT 365" may be emailed to rfq@ntinga.org.za. and/or deposited in a bid box placed in the Security guards room in O.R.Tambo Offices at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099Late quotations will not be considered. **Closing Date Monday, 31 May 2021 at 12:00. For enquiries please contact Ms.N.Majokweni at 073 542 3042/ 047 495 0555 or nondumisom@ntinga.org.za .**

Approved by;



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M.Mpatheni-Acting CFO

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Date

20/05/21