

	BITOU MUNICIPALITY			
	NOTICE – REQUEST FOR QUOTATIONS			
	ADVERTISED ON:	MUNICIPAL NOTICE BOARD; MUNICIPAL WEBSITE		
NOTICE NO:	234/2022	RFQ NO:	SCM/RFQ/2023/12/CORP	
Quotations are hereby invited for:	Provision Of Mimecast Licensing And Support			
PUBLISHED DATE:	12 September 2022	CLOSING DATE:	19 September 2022	
CLOSING TIME	No later than 12H00 . Quotation will be opened immediately thereafter, in public at the Bitou Municipality, Supply Chain Management Unit, Shop 59, 2 nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay			
AVAILABILITY OF QUOTATION DOCUMENTS:				
Quotation Documents will be available electronically free of charge from the following email address: scmtenders@plett.gov.za				
Printed copies of the Quotation Documents will be available from 12h00 on published date, Monday to Thursday from 07h30 until 16h30, Friday from 07h30 to 13h30, at Bitou Municipality: Supply Chain Management, Shop 59, 2 nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay, at a non-refundable fee, payable to a cashier at Bitou Municipality Shop 54, 2 nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay...			The fee may also be transferred via EFT (Bitou Municipality, Current Account – 372884709, Standard Bank, Plettenberg Bay, Branch Code - 050714). Proof of payment will be required upon collection of Quotation documents. Quotation Number to be used as payment reference with name of payee.	
Date Available:	12 September 2022	Non-refundable Fee:	R100.00	
QUOTATION SUBMISSION RULES:				
<ol style="list-style-type: none"> 1. Quotation are to be completed in accordance with the conditions and Quotation rules contained in the Quotation document. 2. The Quotation Document & supporting documents must be placed in a sealed envelope and externally endorsed WITH: THE RFQ NUMBER; DESCRIPTION & CLOSING DATE OF THE QUOTATION. 3. Quotation Documents must be deposited in the Quotation Box, at the Supply Chain Management Division, Shop 59, 2nd Floor, Mellville's Corner, C/o Main & Marine Drive, Plettenberg Bay. The dimensions of the slot of the quotation box is: 5 cm x 30 cm and submissions may not exceed the thickness per envelope. 4. Quotation may only be submitted on the Quotation documentation issued by the Municipality. 5. The Bitou Municipality does not bind itself to accept the lowest or any Quotation and reserves the right to accept any Quotation, as it may deem expedient. 6. Suppliers who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Application forms are obtainable from the website https://secure.csd.gov.za. 				
Quotations shall be evaluated in terms of the Bitou Municipality Preferential Procurement Policy			Suppliers may claim preference points in terms of the 80/20 principle per their B-BBEE status level of contribution	
Preferential Procurement Policy - Local Procurement			None	
Preferential Procurement Regulations, 2017- Local Content Requirement			None	
Site Meeting/Information Session			None	Validity Period 60 Days
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION/SPECIFICATIONS MAY BE DIRECTED TO:			ANY ENQUIRIES REGARDING THE QUOTING PROCEDURE MAY BE DIRECTED TO:	
Division:	ICT Services	Division:	Supply Chain Management	
Contact Person:	Mr. G. Gresse	Contact Person:	Mr. S Ntisana	
Tel:	044 501 3131	Tel:	E-mail Enquiries Only	
E-mail:	ggresse@plett.gov.za	E-mail:	scmtenders@plett.gov.za	