



CLIENT : !KHEIS MUNICIPALITY
CONTRACT NO : QUOTATION 06-2024/25
CONTRACT TITLE : MICROSOFT OFFICE 365 BUSINESS STANDARD FOR 40 USERS,
SET UP AND MIGRATION OF OUTLOOK FROM CURRENT SERVICE
PROVIDER.

**TENDER NOTICE/INVITATION TO TENDER FOR SERVICE
PROVIDERS**

**!KHEIS MUNICIPALITY herewith Invites bids for:
Advert**

CONTRACT NO QUOTATION 06-2024/25

**MICROSOFT OFFICE 365 BUSINESS STANDARD FOR 40 USERS, SET UP AND MIGRATION OF OUTLOOK
FROM CURRENT SERVICE PROVIDER**

The proposed project will consist of supply, set up of Microsoft office 365 Business Standard and the Migration of Outlook from previous service provider

MICROSOFT OFFICE 365 BUSINESS
Compatible with Windows 11, Windows 10, Service Pack 1, and the two most recent versions of macOS. All languages included.
Desktop versions of Office Apps: Outlook, Word, Excel, Powerpoint, OneNote(Plus access and publisher for PC only)
Host email with a 50GB mailbox and custom email domain
Create a hub For teamwork with Microsoft Teams
Store and Share files with 1 TB OneDrive Cloud storage per user
Get help anytime with around the clock phone and web support from Supplier
Licence must be valid for 1 year(12 months)

Tenderers are hereby invited to bid for professional services for the abovementioned project in !Kheis Municipality.

Bids will be evaluated in terms of the 80/20 preference points system as prescribed in the Preferential Procurement Regulations, 2017 pertaining to the PPPF act (No 5 of 2000) and the Supply Chain Management Policy of !Kheis Municipality.

Non-refundable Document fee: R0.00 The document can be requested or collected for **No fee** at the Municipal building from **27 May 2024** during office hours between **8:00** and **16:00**.

Documents will be available: As from **Monday 27 May 2024**, during office hours, from the Information Desk at the Main Building !Kheis Municipality Offices, 97 Oranje Street, Groblershoop, 8850.

No compulsory site briefing will be conducted.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Tender documents must be submitted not later than 12h00 on **Tuesday 04 June 2024**. **Tenders** must be sealed in an envelope clearly marked **QUOTATION 06-2024/25 MICROSOFT OFFICE 365 BUSINESS STANDARD FOR 40 USERS, SET UP AND MIGRATION OF OUTLOOK FROM CURRENT SERVICE PROVIDER.** and **Tender Description** and must be deposited in the Tender Box situated at the information desk at **!Kheis Municipality Offices, 97 Oranje Street, Groblershoop, 8850**.

Documents can be emailed to nesou@kheis.co.za or rhugo@kheis.co.za or contact on 078 888 2618 for further enquiries. **QUOTATIONS MUST BE VALID FOR 30 DAYS.**

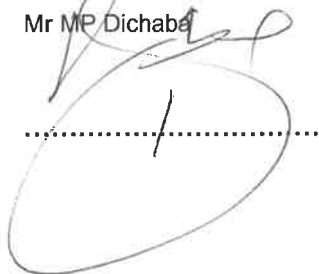
The municipality reserves the right not to accept the lowest or any proposal and no correspondence will be entered into.

For more information or queries please contact:

Technical Manager Mr Richard Hugo. Cell no 078 888 2618 or 054 833 9500.

THE ACTING MUNICIPAL MANAGER

Mr MP Dichaba



Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2