

MATTHEWGONIWESCHOOLOFLEADERSHIPANDGOVERNANCE(MGSLG)

**REQUEST FOR QUOTATIONS
SOFTWARE (IT)**

03 August 2022

1. Purpose

The Matthew Goniwe School of Leadership and Governance (MGSLG) invites offers from suppliers to supply and delivery the following IT requirements,

Specification (IT Software Requirements);

No.	Item Description	Quantity
1	Microsoft 365 Business Premium (Non Profit Staff Pricing) Renewal Annually	135 Users
2	Bitdefender Gravity Zone Add on Email Security – CUPG. For remainder of current license period Current license period ends on the 3 rd of June 2024	112
3	Exclaimer Email Signatures Cloud for Microsoft 365 – 2 year Subscription	87
4	Crucial P2 M.2 250GB PCIe 3.0 NVMe Internal SSD CT250P2ssD8	5

2. The following mandatory returnable documents to be submitted with quotation:

- 2.1 Original and updated Tax Compliance status Pin for verification.
- 2.1 Certified ID(s) copies of company director(s)
- 2.1 Proof of company registration
- 2.1 Company municipal rates, electricity, or water account not older than 3 Months, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- 2.1 Proof of registration on National Treasury Central Supplier database.
- 2.1 Proof of company banking details e.g., bank letter with bank stamp, Company bank statement, code rating letter from the bank or any physical proof from the bank, the evidence must not be older than three months.

Failure to submit all of the above-mentioned document will result to the disqualification of the bid.

3. Quotation

- 3.1 Quotation should be submitted no later than 11h00 on Wednesday, the 10th of August 2022. Telegraphic, faxed or posted RFQ's will not be accept.
- 3.2 Late quotations will not be accepted.
- 3.3 Completed documents must be emailed to procurement@mgsl.co.za
- 3.4 Expected delivery date, the 17th of August 2022

4. Contact Details

All Technical enquiries relating to this quotation request must be emailed to Procurement@mgsl.co.za. The MGSLG does not bind itself to accept the lowest or any RFQ and this tender will be valid for the period of 90 days after closing.