

RATLOU LOCAL MUNICIPALITY



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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

DESCRIPTION	: SUPPLY AND DELIVERY OF DIARIES AND CALENDARS
TENDER NO	: NW381/OM14-10/2020/2021
DATE PUBLISHED	: 19 OCTOBER 2020
BRIEFING SESSION	: N/A
CLOSING DATE	: 27 OCTOBER 2020
TIME	: 11H00a.m
SUBMISSION ADDRESS	: RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)

The following documents should be submitted with your quotation:

- ❖ Valid Original Tax Clearance Certificate/ Tax Compliance Status Pin in line with the latest tax reforms
- ❖ Proof of Business registration on Central Supplier Database
- ❖ Certified copy of BBBEE Certificate/ Original
- ❖ Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- ❖ Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- ❖ Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority

NB No copies of certified copies will be accepted.
All certified copies should not be more than three months from the date of the advertisement.

The following conditions will apply:

- Price(s) quoted must be valid for a period of 45 days from date of your offer.

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NW381/OM14-10/2020/2021

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- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 1, 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- The price quotation is expected to be within a threshold of **R30 000** and **R200 000** including VAT
- **80/20 Preferential Points System will apply.**
- **Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.**

N.B Failure to comply with these conditions may invalidate your offer.

SUPPLY AND DELIVERY OF DIARIES AND CALENDARS

ITEM NUMBER	QUANTITY	DESCRIPTION
1	100	Black leather cover A4 size Executive diaries with name of the person Job title, name of Municipality with logo and year under review written with gold letters on the outside (as indicated in the Corporate identity Manual). Photos of the Mayor, Speaker, Chairperson of MPAC and EXCO members should be in the second page. Third page Photos of 5 Senior Managers, Mission, Vision and Values of the of the Municipality, contact details, website address, physical and postal address
2	150	Black leather cover A5 size Executive diaries with name of the person Job title, name of Municipality with logo and year under review written with gold letters on the outside (as indicated in the Corporate identity Manual). Photos of the Mayor, Speaker, Chairperson of MPAC and EXCO members should be in the second page. Third page Photos of 5 Senior Managers, Mission, Vision and Values of the of the Municipality, contact details, website address, physical and postal address
3	200	A2 size wall calendars with colour photos of all councilors (28) and Senior managers (05)
4	100	A2 size desk calendars with pictures of all projects in Ratlou local Municipality. The desk calendars must incorporate Corporate calendars of the municipality from 01 January 2019 to 31 December 2019 and must be binded with rings
5	520	A4 size file holder for four(4) Directorate(Office of the Municipal Manager, Office of the Mayor, Office of the Speaker, Technical Services, Corporate Services, Planning and Development, Budget and Treasury Office and Community Services). There must be 65 file holders per directorate.

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FUNCTIONALITY

Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client) 40

5 confirmation letters and more 40
3 – 4 Confirmation letters 20
1 – 2 Confirmation letter 10
0 Confirmation letter 00

Ability to deliver within specified time frame – (Commitment letter should be in the letter head of the bidder) 40

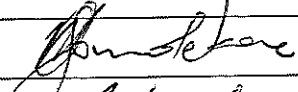
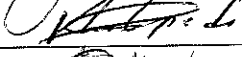
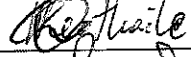

Delivery within 14 days 40
Delivery within 21 days 30
Delivery within 30 days 10
More than 30 days 00

LOCALITY – 20

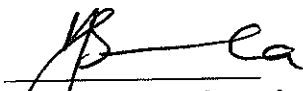
Within Ratlou 20
Within Ngaka Modiri Molema 15
Within North West Province 10
Outside the Province 00

NB: Bidders who obtain less than 70% on functionality will be regarded as non-responsive and will not be evaluated further.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
M. Shomolekae	Chairperson	
L. Tselapedi	Member	
O. Keothaile	Requesting Department	
F. Lekoto	SCM Representative	

Approved / ~~Disapproved~~


Mr Tebogo Chanda
Municipal Manager