

# RATLOU LOCAL MUNICIPALITY



**Municipal Manager:**  
**Mr Tebogo Chanda**  
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**www.ratlou.gov.za**



**Postal Adress**  
**Private Bag X 209**  
**Madibogo**  
**2772**

## Office of the Municipal Manager

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

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

<b>DESCRIPTION</b>	<b>: DESING, PRINTING, SUPPLY AND DELIVERY, OF 2020/2021 INTEGRATED DEVELOPMENT IDP AND SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN</b>
<b>TENDER NO</b>	<b>: NW381/PAD02/2020-2021</b>
<b>DATE PUBLISHED</b>	<b>: 29 SEPTEMBER 2020</b>
<b>BRIEFING SESSION</b>	<b>: N/A</b>
<b>CLOSING DATE</b>	<b>: 07 October 2020</b>
<b>TIME</b>	<b>: 11H00a.m</b>
<b>SUBMISSION ADDRESS</b>	<b>: RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)</b>

The following documents should be submitted with your quotation:

- Valid Original Tax Clearance Certificate/ Tax compliance status pin in line with 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:

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NW381/PAD02/2020-2021

M.C.S

J.B. I.F.



- Price(s) quoted must be valid for a period of 45 days from date of your offer.
  - Price(s) quoted must be inclusive of VAT (if registered).
  - Quotation should be submitted with **MBD 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.

### SCOPE OF WORK

ITEM	DESCRIPTION	QUANTITY	REMARKS
2020/2021 RATLOU MUNICIPAL IDP document – (plus/minus 140 pages)	Printing of A4 size (297mm x 210 mm) 2019-2020 IDP document printed with full colour in glossy paper. Inset must be 128 gsm and cover should be 250 gsm with perfect binding.  2 Discs (Soft Copies in Word & PDF)	100	We request that we be provided with a dummy copy for inspection and signing off before any delivery.
2020/2021 RATLOU MUNICIPAL Service Delivery & Budget Implementation Plan document – (plus minus 36 pages)	Printing of A4 size (297mm x 210 mm) 2019-2020 IDP document printed with full colour in glossy paper. Inset must be 128 gsm and cover should be 250 gsm with perfect binding.  2 Discs (Soft Copies in Word & PDF)	50	We request that we be provided with a dummy copy for inspection and signing off before any delivery.

### FUNCTIONALITY

**Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client) 50**

5 Confirmation letters and more	50
3 - 4 Confirmation letters	40
1 - 2 Confirmation letters	20

**Ability to deliver within specified time frame – (Commitment Letter should be in the letterhead of the service provider) 50**

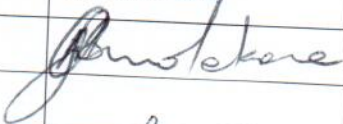
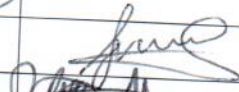

Delivery within 14 days	50
Delivery within 21 days	40
Delivery within 30 days	20
More than 30 days	10

**NB: Bidders who obtain less than 60% on functionality will be regarded as non-responsive and will not be evaluated further.**



For more information you may contact Mr Job Matlhoko during office hours at  
087 751 0183/082 447 6119

**MEMBERS OF THE SPECIFICATION COMMITTEE**

<b>NAME &amp; SURNAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Mooketsi Shomolekae	Chairperson	
Letsholo Tselapedi	Member	
Frans Lekoto	Member	
Job Matlhoko	Requesting Department	

Approved / ~~Disapproved~~

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**TEBOGO CHANDA**  
**MUNICIPAL MANAGER**