

# RATLOU LOCAL MUNICIPALITY



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Postal Address

Private Bag X209  
Madibogo  
2772

## 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>: PROVISION OF ASSESSMENT AND MODERATION SERVICES FOR NATIONAL CERTIFICATE – INFORMATION TECHNOLOGY: END USER COMPUTING FOR 2021/22 ACADEMIC YEAR</b> |
| <b>TENDER NO</b>          | <b>: NW381/OM06-01/2021/2022</b>   |
| <b>DATE PUBLISHED</b>     | <b>: 03 June 2022</b>  |
| <b>BRIEFING SESSION</b>   | <b>: N/A</b>   |
| <b>CLOSING DATE</b>       | <b>: 14 JUNE 2022</b>  |
| <b>TIME</b>               | <b>: 11H00a.m</b>  |
| <b>SUBMISSION ADDRESS</b> | <b>: RATLOU LOCAL MUNICIPAL OFFICES<br/>SETLAGOLE VILLAGE<br/>TENDER BOX (GENERALLY OPENED 24 HOURS<br/>AND 7 DAYS PER WEEK)</b>                         |

The following documents should be submitted with your quotation:

- ❖ Valid 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.
- 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.

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- 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.

**PROVISION OF ASSESSMENT AND MODERATION SERVICES FOR NATIONAL CERTIFICATE – INFORMATION TECHNOLOGY: END USER COMPUTING FOR 2021/22 ACADEMIC YEAR**

| <b>NUMBER</b> | <b>DESCRIPTION</b>  | <b>QUANTITY</b>   |
|---------------|---|---|
| 1.            | Training Manuals for National Certificate: End User Computing |   |
| 2.            | Assessment  | Programme has 134 Credit<br>x65 Students                    |
| 3.            | Moderation  | Programme has 134 Credit<br>x65 Students                    |
| 4.            | Quality Management System for Telecentres                     | QMS Procedures for National Certificate: End User Computing |

**Special conditions of contract**

- **The contract period will be for 12 months.**
- **The successful bidder will be required to do 4 site visits at the 3 Telecentres until the period of 12 months expires.**

**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 |
| 4 Confirmation letter           | 30 |
| 3 confirmation letters          | 20 |
| 2 Confirmation letters          | 10 |
| 1 Confirmation letter           | 05 |
| 0 Confirmation letter           | 00 |

**Registration with statutory bodies 40**

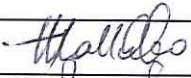

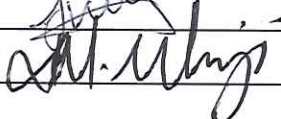
|                                |    |
|--------------------------------|----|
| Registration with MICT SETA    | 40 |
| No registration with MICT SETA | 00 |

*Handwritten initials/signature*

|                                 |           |
|---------------------------------|-----------|
| <b>LOCALITY – OF THE BIDDER</b> | <b>20</b> |
| Within Ratlou                   | 20        |
| Within Ngaka Modiri Molema      | 15        |
| Within North West Province      | 10        |
| Outside the Province            | 05        |

**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**

| <b>NAME &amp; SURNAME</b> | <b>DESIGNATION</b>    | <b>SIGNATURE</b>   |
|---------------------------|-----------------------|--|
| T. Matlhoko               | Chairperson           |   |
| F Lekoto                  | Member                |   |
| L Muji                    | Requesting Department |  |

Approved / Disapproved 

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**Tebogo Chanda**  
**Municipal Manager**