

# RATLOU LOCAL MUNICIPALITY



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Postal Address  
Private Bag X 209  
Madibogo  
2772

## 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 STATIONERY  
**TENDER NO** : NW381/BTO27-07/2017/2018  
**DATE PUBLISHED** : 27 JULY 2017  
**BRIEFING SESSION** : N/A *AUGUST*  
**CLOSING DATE** : 04 ~~JULY~~ *AUGUST* 2017  
**TIME** : 11H00a.m. *Seagoe*  
**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 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 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.**

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- 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: SUPPLY AND DELIVERY OF STATIONERY**

NUMBER	DESCRIPTION	QUANTITY
1	HP CARTRIDGE 131A (CF210A)	20
2	HP CARTRIDGE 131A ( CF211A)	13
3	HP CARTRIDGE 131A (CF212A)	13
4	HP CARTRIDGE 131A (CF 213A)	13
5	HP CARTRIDGE 128A ( CE320A)	20
6	HP CARTRIDGE 128A ( CE321A)	13
7	HP CARTRIDGE 128A ( CE322A)	13
8	HP CARTRIDGE 128A ( CE323A)	13
9	HP Cartridge 05A (CE505A)	6
10	Samsung Cartridge SCX4623 MLT D105L	3
11	HP CARTRIDGE 05A (CE505A)	6
12	A4 Print paper white	80 (box)
13	A4 Print paper sky	5( box)
14	A4 Print paper ivory	5(box)
15	A4 Print paper mint	5(box)
16	Arch lever file	150
17	File divider month	30
18	Big click pen black	5boxes
19	Big click pen red	1 boxes

20	HB Pencil	24 boxes
21	Stapler 26/6 Medium Duty	40
22.	CD-R	50
23.	Flash note book – 2 quire	30
24	Hard cover assorted – 100 per packet	50
25.	C4 Envelope	2boxes
26	File fastener	50 boxes
27	Staples 26/6	40 boxes
28.	Correction pen 8ml	20
29.	Highlighter assorted	50
30	Scissor Big	10
31	Whiteboard marker black	10
32	Whiteboard marker blue	10
33	Pop up sign here	30
34	Pritt medium	10
35	Paper clips 33 mm	10
36	Puncher medium	5
37	Giant Puncher	3
38	Giant Stapler	3
39	Stapler remover	20

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**FUNCTIONALITY**

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




11 Confirmation letters and more	50
9 – 10 Confirmation letters/ orders	40
7 – 8 Confirmation letters/ orders	30
5 – 6 Confirmation letters/ orders	20
3 – 4 Confirmation letters/ orders	10
1 – 2 Confirmation letters/ orders	05
No Confirmation letters/ orders	0

**Ability to deliver within specified time frame – (Commitment letter should be in the letter head of the bidder) 50**

Delivery within 07 days	50
Delivery within 14 days	30
Delivery within 21 days	10
More than 21 days	00

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

**MEMBERS OF THE SPECIFICATION COMMITTEE**

NAME & SURNAME	DESIGNATION	SIGNATURE
K. Phutieagae	Chairperson	
R Rakuba	Member	
C Tjale	Member/Requesting Department	

**Approved / Disapproved**

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**Patience Lekgetho  
Acting Municipal Manager**

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