

RATLOU LOCAL MUNICIPALITY



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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 : PRINTING OF ANNUAL REPORT
TENDER NO : NW381/OMM26-04/2016/2017
DATE PUBLISHED : 26 APRIL 2017
BRIEFING SESSION : N/A
CLOSING DATE : 05 MAY 2017
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 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.**
- **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.

NW381/OM26-04/2016/2017

R. SK
C J.M
K.F.A

PRINTING OF ANNUAL REPORT

Potential service providers are invited to submit their quotation for Design, Layout and Printing of A4 Size (297mm x 210mm) Annual Report with full color in glossy paper. Insert must be 128gsm. Cover should be 250gsm with perfect binding. Pages should be to a maximum of 400 extensions

Potential service providers are further requested to print final printers proof before actual printing

ITEM NUMBER	QUANTITY	DESCRIPTION	AMONT
1.	400	Design	
2.	400	Layout	
3.	400	Printing	

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 letter	40
7 – 8 Confirmation letter	30
5 – 6 confirmation letters	20
3 – 4 Confirmation letters	10
1 – 2 Confirmation letter	05
0 Confirmation letter	00

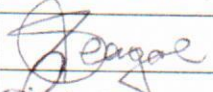
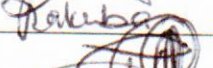


Ability to deliver within specified time frame – (Commitment letter should be in the letter head of the bidder) 50

Delivery within 30 days	50
Delivery within 45 days	30
Delivery within 60 days	10
More than 60 days	00


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

R. SK J. M.
e KFA

MEMBERS OF THE SPECIFICATION COMMITTEE

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

Approved / ~~Disapproved~~ _____



Glen Lekomanyane
Municipal Manager