

# RATLOU LOCAL MUNICIPALITY



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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.

DESCRIPTION	: PROVISION OF CODE 14 LEARNERS LICENSE TRAINING AND LICENSE ISSUING
TENDER NO	: NW381/CORPS16-NOV-16/2016/2017 (RE-ADVERT)
DATE PUBLISHED	: 01 MARCH 2017
BRIEFING SESSION	: N/A
CLOSING DATE	: 09 MARCH 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:

- ❖ CSD Registration report
- ❖ Valid Original Tax Clearance Certificate or Tax pin from SARS
- ❖ Certified copy of BBBEE Certificate
- ❖ 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 not older than three months

**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.
- **80/20 Preferential Points Systems will apply**
- The price quotation is expected to be within a threshold of R30 000 and R200 000 including VAT

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NW381/CORPS16-NOV-16/2016/2017 (RE-ADVERT)

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

**SCOPE OF WORK LEARNERS LICENSE**

DESCRIPTION	CODE	QUANTITY	DURATION
Learners license	14	5 employees	10 days
Booking for learners			
Issue of learners			
Learners license photo			

**SCOPE OF WORK OF DRIVER'S LICENSE**

DESCRIPTION	CODE	QUANTITY	DURATION
Driver's lesson	14	8 employees	10 days
Truck hire			
Booking for drivers			
Issue of driver's license			

Functionality points will be awarded as follows

1. **Confirmation letters of similar work conducted (confirmation letter should be in a letter head of your previous clients)** **(50)**
  - 9 or more Confirmation letters 50
  - 7-8 Confirmation letters 40
  - 5-6 Confirmation letters 30
  - 3-4 Confirmation letter 10
  - 1-2 confirmation letters 05
  - No letter 0
  
2. **Experience of key personnel in similar field** **(30)**
  - 9 years or more 30
  - 7-8 years 40
  - 5-6 years 30
  - 3-4 years 15
  - 1-2 years 05
  - No experience 0

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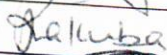


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**3. Ability to deliver within specified time frame(Commitment letter) (20)**

Delivery within 21 days	20
Delivery within 30 days	10
Delivery within 40 days	05
Delivery after 40 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	
E Moroeng	Requesting Department	

**Approved / ~~Disapproved~~**

  
**Glen Lekomahyane**  
**Municipal Manager**