

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 : SUPPLY AND DELIVERY OF NAME TAGS AND CANDLES
TENDER NO : NW381/OM16-09/2016/2017
DATE PUBLISHED : 16 SEPTEMBER 2016
BRIEFING SESSION : N/A
CLOSING DATE : 27 SEPTEMBER 2016
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:

- ❖ Proof of CSD report
- ❖ Valid tax clearance certificate or Tax pin provided by 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.

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- 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

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

SPECIFICATION

1. Wood Desk Wedge name plates ✓ Names and title to be written on both side ✓ With Logo of the municipality and to be written Ratlou Local Municipality on both sides ✓ 20cm x 4.5cm	40
2. Candle 40cm x 10cm ✓ With HIV ribbon and name of the municipality and RLM logo	03
3. A3 photos and name and Title written on a gold plate	23 just enlarge 17 enlarge and frame
4. Name tags ✓ Gold name tags with name of the employee and Municipal logo with words RLM ✓ 5.5cm x 1.5cm	72

FUNCTIONALITY

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





7 and more Confirmation/order	50
5 Confirmation/order	30
3 Confirmation/order	20
2 Confirmation/order	10
1 Confirmation/order	5
No Confirmation/order	0

Ability to deliver within specified time frame (Commitment letter on letterhead of bidder) (50)

Delivery within 7 days	50
Delivery within 14 days	20
Delivery within 21 days	15
Delivery within 30 days	05
Delivery more than 30 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	
K Mongale	Member	
C Tjale	Member	
S Setlhaku	Requesting Department	

Approved / ~~Disapproved~~


Glen Lekomanyane
Municipal Manager