

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.

DESCRIPTION	: SUPPLY AND DELIVERY OF NAME TAGS AND CANDLES
TENDER NO	: NW381/OM16-09/2016/2017 (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	QUANTITY
Wood Desk Wedge name plate <ul style="list-style-type: none"> Names and title to be written on both sides, Logo of the municipality and to be written Ratlou Local Municipality on both sides 20cm x 4.5cm 	40
Candle 40cm x 10cm <ul style="list-style-type: none"> With HIV ribbon and name of the municipality and RLM logo 	03
A3 photos with names and tittle to be written on gold plate	23 just enlarge 17 enlarge and frame
Name tags <ul style="list-style-type: none"> Gold name tags with name of employee and organization logo with word RLM 5.5cm x 1.5cm 	72

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	
7-8 Confirmation letters	50
5-6 Confirmation letters	40
3-4 Confirmation letter	30
1-2 confirmation letters	10
No letter	05
	0

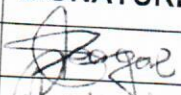
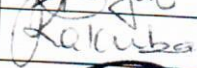

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2. Ability to deliver within specified time frame(Commitment letter) (50)


Delivery within 21 days	50
Delivery within 30 days	30
Delivery within 40 days	15
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	
S Setlhaku	Requesting Department	

Approved / Disapproved


Glen Lekomanyane
Municipal Manager