

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 DIARIES,
CALENDARS AND BUSINESS CARDS
TENDER NO : NW381/OM14-09/2017/2018
DATE PUBLISHED : 14 SEPTEMBER 2017
BRIEFING SESSION : N/A
CLOSING DATE : 22 SEPTEMBER 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.**

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

SPECIFICATIONS

SUPPLY AND DELIVERY OF DIARIES, CALENDARS AND BUSINESS CARDS

ITEM NUMBER	QUANTITY	DESCRIPTION
1.	150	Black leather cover A4 size Executive diaries with name of the person, Job title, name of the municipality with logo and year under review written on the outside (as indicated in the corporate identity manual). Photos of the Mayor, Speaker, MPAC Chairperson and EXCO Members should be in the second page. Third page: photos of Senior Managers, Mission, Vision and Values of the Municipality, contact details, website address, physical and address.
2.	200	Black leather cover A5 size Executive diaries with name of the municipality with logo and year under review written on the outside (as indicated in the corporate identity manual). Photos of the Mayor, Speaker, MPAC Chairperson and EXCO Members should be in the second page. Third page: photos of Senior Managers, Mission, Vision and Values of the Municipality, contact details, website address, physical and address.
3.	300	A2 Size wall calendars with colour photos of all Councilors (28) and senior managers.
4.	100	A2 size desk calendars with pictures of Councilors in Ratlou Local Municipality. The desk calendars must incorporate the Corporate Calendar of the municipality.
5.	3000	Business cards printed on a hard white glossy paper with Colour Ink (60 beneficiaries @ 50 cards each).
6.	300	Two Pocket colour Glossy Presentation Folder (9 1/2 X 11 1/2) – for Office of Municipal Manager, Office of Mayor and Office of Speaker

NB: The successful bidder will be required to submit samples before printing

FUNCTIONALITY

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


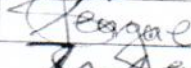

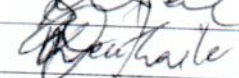
11 Confirmation letters and more	50
9 – 10 Confirmation letter	40
7 – 8 Confirmation letter	30
5 – 6 confirmation letters	20
3 – 4 Confirmation letters	10
1 – 2 Confirmation letter	05
0 Confirmation letter	00

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.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
C Tjale	Chairperson	
K. Phutieagae	Member	
T Seleke	Member	
S Setlhaku	Requesting Department	

Approved / Disapproved



**Patience Lekgetho
Municipal Manager**