

# RATLOU LOCAL MUNICIPALITY

**Municipal Manager:**  
**Mr Tebogo Chanda**  
**Cell: 082 453 3032**  
**Tel: 018 330 7012/02**  
**Email: tebogoc@ratlou.gov.za**  
**www.ratlou.gov.za**



**Postal Address**  
**Private Bag X 209**  
**Madibogo**  
**2772**

## Office of the Municipal Manager

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

<b>DESCRIPTION</b>	<b>: SUPPLY AND DELIVERY FOR STATIONERY</b>
<b>TENDER NO</b>	<b>: NW381/COMMSERV17-09/2019/2020</b>
<b>DATE PUBLISHED</b>	<b>: 20 SEPTEMBER 2019</b>
<b>BRIEFING SESSION</b>	<b>: N/A</b>
<b>CLOSING DATE</b>	<b>: 02 OCTOBER 2019</b>
<b>TIME</b>	<b>: 11H00a.m</b>
<b>SUBMISSION ADDRESS</b>	<b>: RATLOU LOCAL MUNICIPAL OFFICES</b> <b>SETLAGOLE VILLAGE</b> <b>TENDER BOX (GENERALLY OPENED 24 HOURS</b> <b>AND 7 DAYS PER WEEK)</b>

The following documents should be submitted with your quotation:

- ❖ Tax Compliance Status Pin in line with the latest 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 1, 4, 7.2, 8 and 9** obtainable from Office #45 at the Municipal Offices or from the municipal website.

SL M.C.S h-J  
I.f.



- 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.

**SUPPLY AND DELIVERY OF STATIONERY**

#	Item	Quantity
1	A4 Print paper white (5reem) per box	100 Boxes
2	Arch leaver file	100
3	Binding sheet transparency	60
4	Counter books A4(2 quire flash note book)	30
5	Clear masking tape	20
7	Big Black click pens	10 Boxes
8	Highlighter Mixed Colours (CTR)	50
9	Ruler 30cm	10
10	Pritt 43g	20
11	File Fasteners	10 Boxes
12	Correction Pens	10
13	A4 Laminating Pouches	20 Boxes
14	A3 Laminating Pouches	15 Boxes
15	Rubber	2 Boxes
16	Staples 66/11	1 Box
17	Stapler 26/11	1 Box
18	Official A4 Envelope	2 Boxes
19	Pop up Sign Here	30

MCS h-J  
SL I-F.

**Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client) 40**

7 confirmation letters and more	40
4 – 6 Confirmation letters	20
1 – 3 Confirmation letter	10
0 Confirmation letter	00

**Ability to deliver within specified time frame – (Commitment letter should be in the letter head of the bidder) 40**

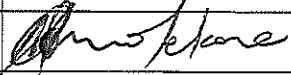
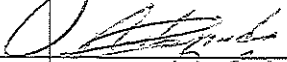
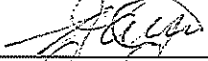
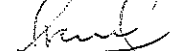
Delivery within 07 days	40
Delivery within 14 days	30
Delivery within 21 days	10
More than 21 days	00

**LOCALITY – 20**

Within Ratlou	20
Within Ngaka Modiri Molema	15
Within North West Province	10
Outside the Province	00

**NB: Bidders who obtain less than 70% on functionality will be regarded as non-responsive and will not be evaluated further.**

**MEMBERS OF THE SPECIFICATION COMMITTEE**

NAME & SURNAME	DESIGNATION	SIGNATURE
M. Shomolekae	Chairperson	
L. Tselapedi	Member	
L Dira	Requesting Department	
F. Lekoto	SCM	

Approved / ~~Disapproved~~

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

  
**Tebogo Chanda**  
 Municipal Manager