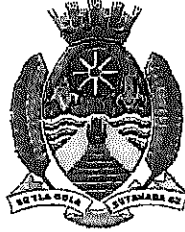


RATLOU LOCAL MUNICIPALITY



Tel: 018 330 7000
Fax: 018 330 7047
www.ratlou.gov.za

Postal Address
Private Bag X 209
Madibogo
2772

Enquiries: Mr Collen Tjale
Tel: (018) 330 7000/076 394 7776

Email: collen@ratlou.gov.za

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 STATIONERY
TENDER NO	: NW381/BTO21-07/2021/2022
DATE PUBLISHED	: 21 JULY 2021
BRIEFING SESSION	: N/A
CLOSING DATE	: 29 JULY 2021
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:

- ❖ Tax Compliance Status Pin in line with the latest tax reforms
- ❖ Proof of Business registration on Central Supplier Database
- ❖ Certified copy of BBEE 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

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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.
- Only locally produced goods or locally manufactured goods, meeting the minimum 100% threshold for local production and content will be considered.
- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 1, 4, 6.2, 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.**

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

SPECIFICATION OF STATIONERY

NO.	DESCRIPTION	QUANTITY	UNIT
1	HP Cartridge 131A (CF210A)	8	Each
2	HP Cartridge 131A (CF211A)	4	Each
3	HP Cartridge 131A (CF212A)	4	Each
4	HP Cartridge 131A (CF213A)	4	Each
5	HP Cartridge 128A (CE320A)	4	Each
6	HP Cartridge 128A (CE321A)	8	Each
7	HP Cartridge 128A (CE322A)	4	Each
8	HP Cartridge 128A (CE323A)	4	Each
9	Canon 045 Black	8	Each
10	Canon 045 Yellow	4	Each
11	Canon 045 Magenta	4	Each
12	Canon 045 Cyan	4	Each
13	HP Cartridge 55A(CE255A)	3	Each
14	HP Cartridge 205(CF530A)	4	Each
15	HP Cartridge 205(CF531A)	4	Each
16	HP Cartridge 205(CF532A)	4	Each
17	HP Cartridge 205(CF533A)	4	Each
18	Colour Paper Clip 55 mm	30	Box
19	A4 Print paper white	80	Box
20	A3 print paper white	3	Box
21	Flash note book	30	Each
22	Stapler Medium 26/6	30	Each
23	CTR Assorted colour	30	Each
24	Stick note pad	30	Each

25	Pritt 43G	20	Each
26	File Fastener	30	Box
27	Arch Lever File	100	Each
28	Envelope C4/A4	3	Box
29	Envelope C3/A3	2	Box
30	Puncher medium	20	Each
31	Clipboard A4 masonite	3	Each
32	Memory stick 16G	50	Each
33	Big click pen Black	5	Box
34	Industrial Puncher	5	Each
35	Giant Stapler 66/11	5	Each
36	Desk pens on chain	4	Each
37	12 Digit desk top calculator	8	Each
38	Scissor Big	20	Each

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.

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MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
T. Matlhoko	Chairperson	
M. I Manja	SCM Practitioner	
C Tjale	Requesting Department	

Approved / Disapproved 


Mr Tebogo Chanda
Municipal Manager