

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.

DESCRIPTION	: PROVISION OF SUPPORT FOR SMMEs/ CO-OPERATIVES WITH LEGISLATIVE COMPLIANCE
TENDER NO	: NW381/PAD03-02/2019/2020
DATE PUBLISHED	: 05 FEBRUARY 2020
BRIEFING SESSION	: N/A
CLOSING DATE	: 14 FEBRUARY 2020
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 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

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).



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h.J
M.C's

- Quotation should be submitted with **MBD 1, 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.**

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

PRICING SCHEDULE FOR SMMEs/ CO-OPERATIVE SUPPORT

Service	Quantity	Price (VAT Inc)
SARS filling (Tax Clearance Certificate, Tax Returns, etc.)	Per Entity	
Development of business plans	Per Entity	
Filling annual returns with CIPC	Per Entity	
Preparation of Annual Financial Statements and submission to relevant authorities	Per Entity	
Registration/ Amendments of registration documents with CIPC	Per Entity	
Application of BBEE Certificate	Per Entity	
Development of business profile	Per Entity	
Registration of companies on Central Supplier Database	Per Entity	

NB: The contract will be for 1 year financial year and also in line with Municipal Supply Chain Management Regulations Sec 12(c)

FUNCTIONALITY

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

5 confirmation letters and more 40
 3 – 4 Confirmation letters 20
 1 – 2 Confirmation letter 10
 0 Confirmation letter 00

Experience of key personnel – (CVs of key personnel with contactable references to be attached) 40

5 years and above 40

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 M.C.S*

3 – 4 years	30
1 – 2 years	10
Less than a year	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

Initial & SURNAME	DESIGNATION	SIGNATURE
M. Shomolekae	Chairperson	
L. Tselapedi	Member	
T. Matlhoko	Requesting Department	

Approved / Disapproved


 Mr Tebogo Chanda
 Municipal Manager