

# RATLOU LOCAL MUNICIPALITY



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Postal Address  
Private Bag X 209  
Madibogo  
2772

ENQUIRIES: COLLEN TJALE 076 820 7783

## 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 FOR STATIONERY
TENDER NO	: NW381/BTO28-10/2020/2021
DATE PUBLISHED	: 28 OCTOBER 2020
BRIEFING SESSION	: N/A
CLOSING DATE	: 10 NOVEMBER 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:

- ❖ 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.**

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h.J  
M.I

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 #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.

### INVENTORY LIST FOR MUNICIPAL OFFICES

NUMBER	DESCRIPTION	QUANTITY
1	HP Cartridge 131A (CF210A)	10
2	HP Cartridge 131A (CF211A)	6
3	HP Cartridge 131A (CF212A)	6
4	HP Cartridge 131A (CF 213A)	6
5	HP Cartridge 128A (CE320A)	10
6	HP Cartridge 128A (CE321A)	6
7	HP Cartridge 128A (CE322A)	6
8	HP Cartridge 128A (CE323A)	6
9	Toner Canon 045 Black	10
10	Toner Canon 045 Yellow	6
11	Toner Canon 045 Magenta	6
12	Toner Canon 045 Cyan	6
13	A4 Print paper white	100 (box)
14	A4 Print paper sky	5 (box)
15	A4 Print paper mint	5 (box)

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16	Flash note book	30
17	Clear masking tape	30
18	Pritt 43G	30
19	Stapler medium duty	30
20	Arch lever file	120
21	File divider month	40
22.	Big click pen black	5 boxes
23.	Binding sheet transparency	30
24.	Hard cover assorted	30
25.	C4 Envelope	3 boxes
26.	File fastener	50 boxes
27.	Staple remover	30
28.	Correction pen 8ml	15
29.	Highlighter assorted	50
30.	Exam Pad	20
31.	Permanent marker black	10
32.	Permanent marker blue	10
33.	Pop up sign here	50
34.	Ruler 30cm	15

**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

*M.C.S*  
*h.J*  
*M.I*

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

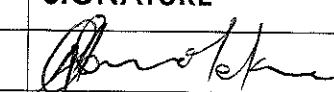
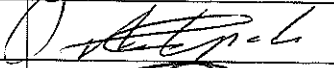

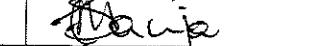
Delivery within 07 days 40  
Delivery within 14 days 30  
Delivery within 21 days 10  
More than 21 days 00

**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	
C Tjale	Requesting Department	
M Manja	SCM Practitioner	

**Approved / Disapproved**

  
**Tebogo Chanda**  
**Municipal Manager**