

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 FOR STATIONERY
TENDER NO	: NW381/BTO02-13/2017/2018
DATE PUBLISHED	: 13 FEBRUARY 2019
BRIEFING SESSION	: N/A
CLOSING DATE	: 20 FEBRUARY 2019
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.

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

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NW381/BTO02-13/2018/2019

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- 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	Cartridge 131A (CF 210A)	25
2	Cartridge 131A (CE 211A)	15
3	Cartridge 131A (CE 212A)	15
4	Cartridge 131A (CE 213A)	15
5	Cartridge 128A (CE 320A)	25
6	Cartridge 128A (CE 321A)	15
7	Cartridge 128A (CE 322A)	15
8	Cartridge 128A (CE 323A)	15
9	Cartridge 130A (CF 350A)	5
10	Cartridge 05A (CE505A)	6
11	Cartridge 205A (CF530A)	5
12	Cartridge 205A (CF531A)	5
13	Cartridge 205A (CF532A)	5
14	Cartridge 205A (CF533A)	5
15	A4 Print paper white	100
16	Arch Lever Files	150
17	File Divider Numeric	50
18	File Divider Monthly	50
19	Hard Cover	30
20	Flash Note Books	30
21	File Fastener	30
22	Memory Stick 8GB	30
23	Bic Click Pens (Black)	5 boxes
24	Staples 26/6	30 boxes
25	Pritt 43g	30
26	Clear Masken Tape – Big	15
27	Brown Masken Tape – Big	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

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

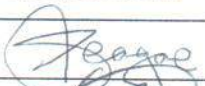


Delivery within 07 days	40
Delivery within 14 days	30
Delivery within 21 days	10
More than 21 days	00

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
K. Phutieagae	Chairperson	
J. Leoko	Member	
L. Tselapedi	Requesting Department	

Approved / ~~Disapproved~~


Cassius Sejake
Acting Municipal Manager