

# 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 Robert Rakuba  
Tel: (018) 330 7000/076 092 7349

Email: robert@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/COMMSERV05-14/2020/2021
DATE PUBLISHED	: 25 MAY 2021
BRIEFING SESSION	: N/A
CLOSING DATE	: 03 JUNE 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 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
- **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

NO.	DESCRIPTION	UNITS	QUANTITY
1.	SLIMS Membership cards(100 per Box)	Box	25
2.	32 GB USB Memory Stick	Each	10
3.	Laminating pouches for SLIMS Membership cards(100 per Pack/Box)	Pack/Box	25
4.	GBC-H318 High Speed Laminating Machines for SLIMS Membership cards	Each	5
5.	A4 Laminating Pouches	Pack/Box	10
6.	A3 Laminating Pouches	Pack/Box	5
7.	Tattle Tapes(1000 per Box)	Box	25
8.	A3 Plastic covers	each	25
9.	A4 Plastic covers	Each	25
10.	500 ml Wood glue	Each	10
11.	500ml Paper Glue	Each	20
12.	Small Clear Musking Tape(Selo Tape)	Each	10
13.	Clear Musking Tape	Each	10
14.	Arch lever file	Each	20
15.	File fastener – 50sets	Box	10
16.	Plastic Shelving Sheet	Pack/Box	10
17.	A4 White Hard Cover Paper	Pack/Box	20
18.	Flash note book 2 Quire	Each	10

19.	Staples 26/6	Box	15
20.	Bostic Adhesive Gum	Pack	20
21.	Pritt 43G	Each	20
22.	Big click pen black	Box	5
23.	A4 Binding sheets Transparency – Assorted colours	Pach/Box	20
24.	Crayons(assorted)	Box/Pach	20
25.	Face Paint For Kits	Per Kits	15
26.	A4 White Print Paper	Box	120
27.	A3 White Print Paper	Box	10
28.	HB Pencil	Each	50

**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



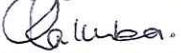
**LOCALITY – 20**


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
T. Matlhoko	Chairperson	
F. Lekoto	Member	
R. Rakuba	Requesting Department	

Approved / Disapproved 

---



---

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