

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 OF PROMOTIONAL MATERIALS
TENDER NO	: NW381/OM02-27/2018/2019
DATE PUBLISHED	: 18 FEBRUARY 2019
BRIEFING SESSION	: N/A
CLOSING DATE	: 07 MARCH 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.

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- The price quotation is expected to be within a threshold of **R30 000** and **R200 000** including VAT
- **80/20 Preferential Point 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 PROMOTIONAL MATERIALS

ITEM NUMBER	QUANTITY	DESCRIPTION
1	2	Municipal branded Backdrop banners 3mx2.250m and 2.250mx1.5m with aluminium frame.
2	2	Municipal branded Gazebo 3mx3m with aluminium frame.
3	2	Municipal branded foldable plastic tables with aluminium legs 75X180X74cm
4	4	Municipal branded roll up banners 2mx0.850m
5	4	Municipal branded teardrop banners
6	2	Municipal Branded Popper banners 1.5mx0.700m
7	100	Magnetic names tags branded with the municipal logo

FUNCTIONALITY

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

7 and more Confirmation letter	40
5 – 6 confirmation letters	30
3 – 4 Confirmation letters	20
1 – 2 Confirmation letter	05
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 14 days	40
Delivery within 21 days	30
Delivery within 30 days	10
More than 30 days	00

LOCALITY – 20

Within Ratlou	20
Within Ngaka Modiri Molema	15
Within North West Province	10
Outside the Province	00

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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	
O. Keothaile	Requesting Department	

Approved / Disapproved


Cassius Sejake
Acting Municipal Manager