

RATLOU LOCAL MUNICIPALITY



Chief Financial Office:
Tel: 018 330 7000 / 36
Fax: 018 330 7047
www.ratlou.gov.za

Postal Address
Private Bag X 209
Madibogo
2772

Budget and Treasury Office

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/BTO10-11/2017/2018
DATE PUBLISHED : 10 NOVEMBER 2017
BRIEFING SESSION : N/A
CLOSING DATE : 21 NOVEMBER 2017
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:

- ❖ CSD Registration report
- ❖ Valid Original Tax Clearance Certificate or Tax pin from SARS
- ❖ Certified copy of BBBEE Certificate
- ❖ 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 not older than three months

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 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- **80/20 Preferential Points Systems will apply**
- **The price quotation is expected to be within a threshold of R30 000 and R200 000 including VAT**

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

1

NW381/BTO10-11/2017/2018

SK
K.P.C.



SCOPE OF WORK

<u>NO.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>
1	HP CARTRIDGE 131A (CF210A)	30
2	HP CARTRIDGE 131A (CF211A)	15
3	HP CARTRIDGE 131A (CF212A)	15
4	HP CARTRIDGE 131A (CF213A)	15
5	HP CARTRIDGE 128A (CE320A)	15
6	HP CARTRIDGE 128A (CE321A)	15
7	HP CARTRIDGE 128A (CE322A)	15
8	HP CARTRIDGE 128A (CE323A)	15
9	HP CARTRIDGE 130A (CF350A)	8
10	HP CARTRIDGE 130A (CF351A)	2
11	HP CARTRIDGE 130A (CF352A)	2
12	HP CARTRIDGE 130A (CF353A)	2
13	SAMSUNG CARTRIDGE SCX4623 MLT D105L	1
14	HP Cartridge (CC531A)	1
15	A4 PRINT PAPER WHITE	50 (BOXES)
16	ARCH LEVER FILE	50
17	A3 Print paper white - 5 reams per Box	1
18	Envelope C4/A4 -Box	3
19	ENVELOPE C3/A3 -Box	1
20	FILE DIVIDER MONTHLY/pkt	10
21	BOSTIC	20
22	FILE DIVIDER NUMERIC/pkt	10
23	BIG CLICK PEN BLACK-Box	5
24	MEMORY STICK 8G	30
25	CD-R	100
26	PAPER CLIPS 55 mm	10
27	EXAM PAD	10
28	MASKING TAPE – CLEAR	20

Functionality points will be awarded as follows

1. Confirmation letters of similar work conducted(confirmation letter should be in a letter head of your previous clients)	(50)
6 or more Confirmation letters	50
5 Confirmation letters	40
3-4 Confirmation letters	30
2 Confirmation letter	10
1 confirmation letters	05
No letter	0






SK K.P
C

2. Ability to deliver within specified time-frame(commitment letter) (50)

Within 14 days	50
Within 21 days	30
Within 30 days	10
More than 30 days	00

NB: Bidders who obtain less than 60% on functionality will be regarded as non-responsive and will not be evaluated further.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
C Tjale	Chairperson	
K Phutieagae	Member	
T Seleke	Member	ON LEAVE 
K Mongale	SCM Practitioner	
M Molefe	Requesting Department	

Approved / Disapproved



Patience Lekgetho
Acting Municipal Manager *