

# RATLOU LOCAL MUNICIPALITY

**Municipal Manager:**  
**Mr Tebogo Chanda**  
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**Madibogo**  
**2772**

## Office of the Municipal Manager

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

<b>DESCRIPTION</b>	<b>: PROVISION OF SUPPORT FOR SMMEs/ CO-OPERATIVES WITH LEGISLATIVE COMPLIANCE</b>
<b>TENDER NO</b>	<b>: NW381/PAD02-03/2019/2020</b>
<b>DATE PUBLISHED</b>	<b>: 06 MARCH 2020</b>
<b>BRIEFING SESSION</b>	<b>: N/A</b>
<b>CLOSING DATE</b>	<b>: 17 MARCH 2020</b>
<b>TIME</b>	<b>: 11H00a.m</b>
<b>SUBMISSION ADDRESS</b>	<b>: RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)</b>

The following documents should be submitted with your quotation:

- ❖ Valid Original Tax Clearance Certificate/ 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).

L.S  
R.M M.C.S



- 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.

**PRICING SCHEDULE FOR SMMEs/ CO-OPERATIVE SUPPORT**

Service	Quantity	Price (VAT Inc)
SARS filling (Tax Clearance Certificate, Tax Returns, etc.)	Per Entity	
Development of business plans	Per Entity	
Filing annual returns with CIPC	Per Entity	
Preparation of Annual Financial Statements and submission to relevant authorities	Per Entity	
Registration/ Amendments of registration documents with CIPC	Per Entity	
Application of BBBEE Certificate	Per Entity	
Development of business profile	Per Entity	
Registration of companies on Central Supplier Database	Per Entity	

**NB: The contract will be for 1 year financial year and also in line with Municipal Supply Chain Management Regulations Sec 12(c)**

**FUNCTIONALITY**

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

5 confirmation letters and more	40
3 – 4 Confirmation letters	20
1 – 2 Confirmation letter	10
0 Confirmation letter	00

**Experience of key personnel – (CVs of key personnel with contactable references to be attached)** **40**

5 years and above	40
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*h-3*  
*M.C-S*

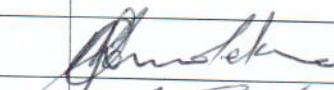
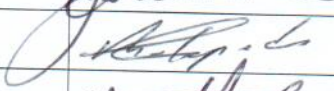
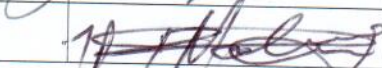
3 – 4 years 30  
 1 – 2 years 10  
 Less than a year 00

**LOCALITY – 20**

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

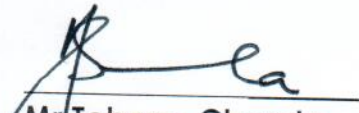
**NB: Bidders who obtain less than 70% on functionality will be regarded as non-responsive and will not be evaluated further.**

**MEMBERS OF THE SPECIFICATION COMMITTEE**

Initial & SURNAME	DESIGNATION	SIGNATURE
M. Shomolekae	Chairperson	
L. Tselapedi	Member	
T. Matlhoko	Requesting Department	

Approved / ~~Disapproved~~

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 Mr Tebogo Chanda  
 Municipal Manager