

RATLOU LOCAL MUNICIPALITY



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Private Bag X 209
Madibogo
2772



Municipal Manager:
Mr Tebogo Chanda
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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.

DESCRIPTION	: DESIGN, PRINTING, SUPPLY AND DELIVERY, OF 2020/2021 INTEGRATED DEVELOPMENT IDP AND SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN AND RATLOU LAND USE SCHEME
TENDER NO	: NW381/PAD02/2020-2021
DATE PUBLISHED	: 24 NOVEMBER 2020
BRIEFING SESSION	: N/A
CLOSING DATE	: 01 DECEMBER 2020
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:

- Founding Statement / Proof of Registration as a Legal Entity;
- Certified ID Copies of all Directors (Not older than three months);
- Valid Tax Clearance Certificates (Original Document);
- Company Profile
- Proof of residence of all Directors of the Company or JV (Not older than three months);
- Proof of residence for the business property (Not older than three months);
- Statement as Proof of payment of Municipal services for business properties (Not older than three months)
- Statement as Proof of payment of Municipal services for residential properties of Directors of the company (Not older than three months);
- Certified Copy of BBBEE certificates obtained from accredited agencies by SANAS or registered auditors approved by IRBA (Independent Regulatory Board of Auditors) or in case Exempted Micro Enterprises, the BBBEE certificate may be issued by registered Accountant as well.

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.

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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.
- 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.

SCOPE OF WORK

ITEM	DESCRIPTION	QUANTITY	REMARKS
2020/2021 RATLOU MUNICIPAL IDP document – (plusminus 140 pages)	Printing of A4 size (297mm x 210 mm) 2019-2020 IDP document printed with full colour in glossy paper. Inset must be 128 gsm and cover should be 250 gsm with perfect binding. 2 Discs (Soft Copies in Word & PDF)	100	We request that we be provided with a dummy copy for inspection and signing off before any delivery.
2020/2021 RATLOU MUNICIPAL Service Delivery & Budget Implementation Plan document – (plus minus 36 pages)	Printing of A4 size (297mm x 210 mm) 2019-2020 IDP document printed with full colour in glossy paper. Inset must be 128 gsm and cover should be 250 gsm with perfect binding. 2 Discs (Soft Copies in Word & PDF)	50	We request that we be provided with a dummy copy for inspection and signing off before any delivery.
Ratlou Land Use Scheme (48 pages)	Printing of Ratlou Land Use Scheme on an A1 (594mm x 841mm) size booklet printed with full colour in glossy paper. Wire Bound	4 Booklets	We request that we be provided with a dummy copy for inspection and signing off before any delivery.

FUNCTIONALITY

Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client) **50**

5 Confirmation letters and more	50
3 - 4 Confirmation letters	40
1 - 2 Confirmation letters	20



Ability to deliver within specified time frame – (Commitment Letter should be in the letterhead of the service provider) **50**

Delivery within 14 days	50
Delivery within 21 days	40
Delivery within 30 days	20
More than 30 days	10

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

For more information you may contact Mr Job Matlhoko during office hours at 087 751 0183/082 447 6119

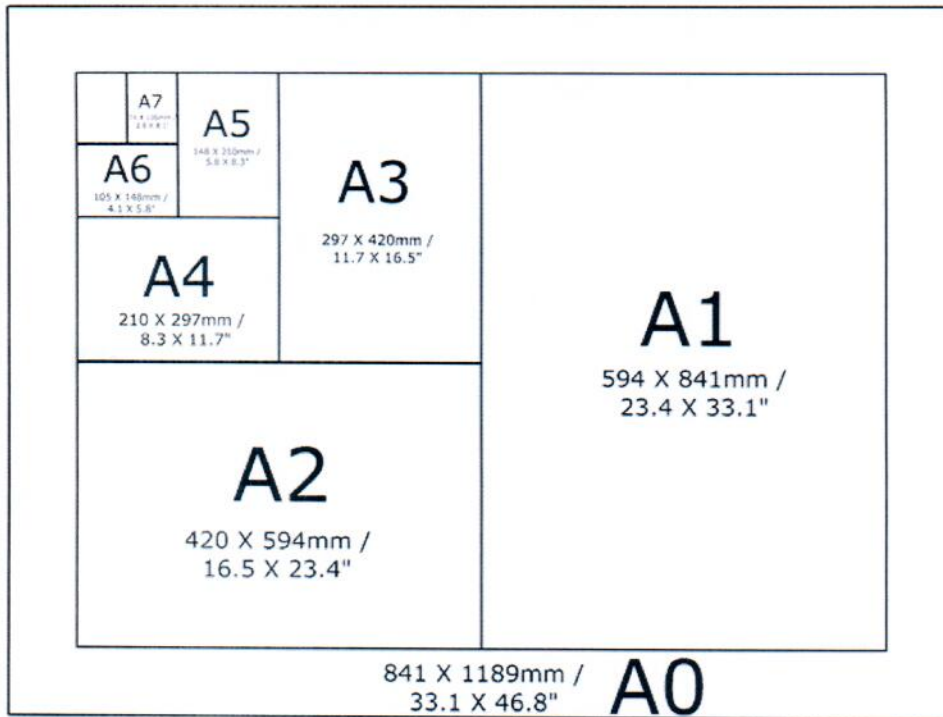
MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
Mooketsi Shomolekae	Chairperson	
Letsholo Tselapedi	Member	
Frans Lekoto	Member	
Job Matlhoko	Requesting Department	

Approved / ~~Disapproved~~


TEBOGO CHANDA
MUNICIPAL MANAGER

Common Types Of Paper Sizes and Printing Formats



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JG