

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 : DESIGN, PRINTING, SUPPLY & DELIVERY OF 2021 – 2022 IDP & SDBIP
TENDER NO : NW381/PAD31-08/2021/2022
DATE PUBLISHED : 14 SEPTEMBER 2021
BRIEFING SESSION : N/A
CLOSING DATE : 23 SEPTEMBER 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:

- Valid Tax Clearance Certificate/ Tax compliance status pin in line with 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).

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- 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.**

All bids documents and supporting documents must be sealed and clearly marked with relevant bid number and tender description before the **CLOSING DATE: 21 September 2021 at 11:00 am** and should be deposited in the tender box of Ratlou Local Municipality at R509 Delareyville Road, Setlagole Village:

Please note that electronic/telegraphic tenders will not be accepted.

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

DESIGN, PRINTING, SUPPLY & DELIVERY OF 2021 – 2022 IDP & SDBIP

ITEM	DESCRIPTION	QUANTITY	REMARKS
2021/2022 RATLOU MUNICIPAL IDP document – (plus/minus 140 pages)	Printing of A4 size (297mm x 210 mm) 2021-2022 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	Dummy copy to be submitted for inspection and signing off before printing.
2021/2022 RATLOU MUNICIPAL Service Delivery & Budget Implementation Plan document – (plus minus 36 pages)	Printing of A4 size (297mm x 210 mm) 2021-2022 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	Dummy copy to be submitted for inspection and signing off before printing.

FUNCTIONALITY




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

5 or more Confirmation letters	50
3 – 4 Confirmation letter	30
2 – 3 confirmation letters	20
1 – 2 Confirmation letters	10
0 Confirmation letter	00

Ability to deliver within specified time frame	50
Delivery within 30 days	50
Delivery within 40 days	40
Delivery within 60 days	20
Delivery over 60 days	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	
M. Manja	Member	
J. Matlhoko	Requesting Department	

Approved / ~~Disapproved~~

Approved for advert


TEBOGO CHANDA
MUNICIPAL MANAGER

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