

RATLOU LOCAL MUNICIPALITY



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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 FOR STATIONERY
TENDER NO	: NW381/BTO14-09/2020/2021
DATE PUBLISHED	: 14 SEPTEMBER 2020
BRIEFING SESSION	: N/A
CLOSING DATE	: 22 SEPTEMBER 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:

- ❖ 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.

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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 1, 4, 7.2, 8 and 9** obtainable from Office #45 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.

INVENTORY LIST FOR MUNICIPAL OFFICES

SEE THE ATTACHED ANNEXURE A

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

7 Confirmation letters/Purchase Order and more	40
4 – 6 Confirmation letters /Purchase Order	20
1 – 3 Confirmation letter /Purchase Order	10
0 Confirmation letter /Purchase Order	00

Ability to deliver within specified time frame – (Commitment letter should be in the letter head of the bidder) 40

Delivery within 07 days	40
Delivery within 14 days	30
Delivery within 21 days	10
More than 21 days	00

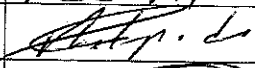

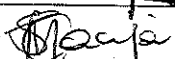
LOCALITY – 20

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

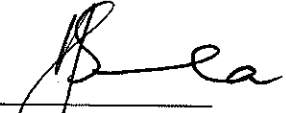
NB: Bidders who obtain less than 70% on functionality will be regarded as non-responsive and will not be evaluated further.

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MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
M Shomolekae	Chairperson	ABSENT
L Tselapedi	Member	
C Tjale	Requesting Department	
M Manja	SCM Representative	

Approved / ~~Disapproved~~



Tebogo Chanda
Municipal Manager

ANNEXURE A

NUMBER	DESCRIPTION	QUANTITY
1	HP CARTRIDGE 131A (CF210A)	20
2	HP CARTRIDGE 131A (CF211A)	15
3	HP CARTRIDGE 131A (CF212A)	15
4	HP CARTRIDGE 131A (CF 213A)	15
5	HP CARTRIDGE 128A (CE320A)	15
6	HP CARTRIDGE 128A (CE321A)	10
7	HP CARTRIDGE 128A (CE322A)	10
8	HP CARTRIDGE 128A (CE323A)	10
9	HP CARTRIDGE 130A (CF350A)	5
10	HP CARTRIDGE 130A (CF351A)	5
11	HP CARTRIDGE 130A (CF352A)	5
12	HP CARTRIDGE 130A (CF 353A)	5
13	HP Cartridge 85A (CE285A)	5
14	Samsung Cartridge SCX4623 MLT D105L	5
15	HP CARTRIDGE 05A (CE505A)	5
16	A4 Print paper white	100 (box)
17	A4 Print paper sky	5(box)
18	A4 Print paper ivory	5(box)
19	A4 Print paper mint	5(box)
20	Arch lever file	150
21	File divider month	50
22.	Bic click pen black	20 boxes

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23.	Binding sheet transparency	40
24	Hard cover assorted	40
25.	C4 Envelope	5boxes
26	File fastener	50 boxes
27	Staple remover	40
28.	Correction pen 8ml	20
29.	Highlighter assorted	50
30	Scissor Big	10
31	Permanent marker black	20
32	Permanent marker blue	10
33	Pop up sign here	50
34	Ruler 30cm	20
35	CANON 045 BLACK TONER	5
36	CANON 045 TONER YELLOW	5
37	CANON 045 TONER MAGENTA	5
38	CANON 045 TONER CYAN	5

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