

# 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.

<b>DESCRIPTION</b>	<b>: FACILITATION OF STRATEGIC PLANNING SESSION (23 MARCH 2019 – 28 MARCH 2019)</b>
<b>TENDER NO</b>	<b>: NW381/PAD03-28/2018/2019</b>
<b>DATE PUBLISHED</b>	<b>: 08 MARCH 2019</b>
<b>BRIEFING SESSION</b>	<b>: N/A</b>
<b>CLOSING DATE</b>	<b>: 18 MARCH 2019</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:

- ❖ 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).
- 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.

G.J  
SK  
J.B

- The price quotation is expected to be within a threshold of **R30 000** and **R200 000** including VAT
- **80/20 Preferential Point 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.

**FACILITATION OF STRATEGIC PLANNING SESSION (23 MARCH 2019 – 28 MARCH 2019)**

<b>Department</b>	<b>Town Planning and Development</b>
Scope of work	<ul style="list-style-type: none"> <li>✓ The successful service provider must facilitate the compilation of the strategic planning based on the approved IDP, National and Provincial Priorities and the current SDBIP</li> <li>✓ Analysis of the performance on the previous year SDBIP to establish the impact on the achievements of the targets set within the latest approved strategic plan</li> <li>✓ The vision and mission must be reviewed as well as focus points and strategic goals</li> <li>✓ Alignment between strategic plan and the approved SDBIP</li> <li>✓ The service provider will be informed of the venue by the municipality</li> <li>✓ Service provider must provide own resource</li> <li>✓ Development of a situational analysis for the municipality</li> <li>✓ Development of agenda for session</li> <li>✓ Close out report for council adoption</li> </ul>

**FUNCTIONALITY**

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

7 and more Confirmation letter	40
5 – 6 confirmation letters	30
3 – 4 Confirmation letters	20
1 – 2 Confirmation letter	05
0 Confirmation letter	00

**Experience of key personnel – (CV's of key personnel to be attached) 40**

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

**LOCALITY –****20**

Within Ratlou

20

Within Ngaka Modiri Molema

15

Within Bokone Bophirima

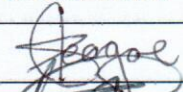


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Outside Bokone Bophirima

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**

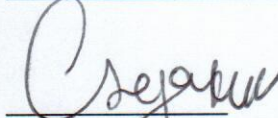
NAME & SURNAME	DESIGNATION	SIGNATURE
K. Phutieagae	Chairperson	
J. Leoko	Member	
J. Matlhoko	Requesting Department	

**Approved / ~~Disapproved~~**

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**Cassius Sejake**  
**Acting Municipal Manager**