

RATLOU LOCAL MUNICIPALITY



Budget and Treasury:
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Madibogo
2772

Budget and Treasury

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/BTO26-08/2019/2020
DATE PUBLISHED	: 26 AUGUST 2019
BRIEFING SESSION	: N/A
CLOSING DATE	: 04 SEPTEMBER 2019
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.

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.

- 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

NUMBER	DESCRIPTION	QUANTITY
1	Compatible Canon 045 Toner (Black)	10
2	Compatible Canon 045 Toner (Yellow)	5
3	Compatible Canon 045 Toner (Magenta)	5
4	Compatible Canon 045 Toner (Cyan)	5
5	CARTRIDGE 205A (CF530A)	5
6	CARTRIDGE 205A (CF531A)	5
7	CARTRIDGE 205A (CF532A)	5
8	CARTRIDGE 205A (CF533A)	5
9	Memory stick 8GB	60
10	CARTRIDGE 131A (CF210A)	5
11	CARTRIDGE 128A (CE320A)	5
12	Staples (66/11)	2 boxes
13	A4 Print paper white	150 (box)
14	A4 Print paper sky	5(box)
15	A4 Print paper ivory	5(box)
16	A4 Print paper mint	5(box)
17	Arch lever file	200
18	File divider month	50

19	Big click pen black	5boxes
20	Big click pen red	2 boxes
21	Brown Masken tape	10 each
22	Staples 26/6	10
23	CD-R	100
24	Flash note book 2 Quire	50
25	Hard cover assorted colors	100 pkt
26	C4 Envelope - white	4 boxes
27	80mm File fastener – 50sets	50 boxes
28	Stapler 26/6	30
29	Correction pen 8ml	20
30	Highlighter assorted	50
31	Scissor Big	20
32	Whiteboard marker - black	10
33	Whiteboard marker - blue	10
34	Permanent marker - black	10
35	Pritt 43G	20
36	Paper clips 33 mm	20
37	Paper clips 55 mm	10
38	Puncher medium	20
39	Giant Puncher	10
40	Giant Stapler	5
41	Binding sheets Transparency – Assorted colours	50 pkt
42	Bostik – medium	30

43	Clear Masken tape – medium	10 each
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Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client) 40

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

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

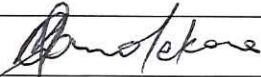


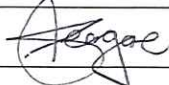
Delivery within 07 days	40
Delivery within 14 days	30
Delivery within 21 days	10
More than 21 days	00

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.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
M Shomolekae	Chairperson	
L Tselapedi	Member	
L Beleng	Requesting Department	
K Phutieagae	SCM Practitioner	

Approved / ~~Disapproved~~


 Tebogo Chanda
 Municipal Manager