

RATLOU LOCAL MUNICIPALITY

Municipal Manager:
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Postal Address
Private Bag X 209
Madibogo
2772

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 : SUPPLY AND DELIVERY FOR STATIONERY
TENDER NO : NW381/COMMSERV03-03/2019/2020
DATE PUBLISHED : 06 MARCH 2020
BRIEFING SESSION : N/A
CLOSING DATE : 17 MARCH 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 BBEE 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 #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

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NW381/COMMSERV03-03/2019/2020

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- 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.

SUPPLY AND DELIVERY OF STATIONERY LIST

#	Item	Quantity	Amount(Vat Inclusive)
1	A4 White Typek Printing Paper	100 boxes	
2	A3 White Typek Printing Paper	12 boxes	
3	Slims Membership Cards	50 packs	
4	Laminating Pouches for SLIMS Membership Cards	50 packs	
5	Laminating Machine for SLIMS Membership Cards	12	
6	A4 Laminating Pouches	18 boxes	
7	A3 Laminating Pouches	10 boxes	
8	Heavy Duty Puncher	6	
9	A4 Plastic Cover	50	
10	Small Sellotape	30	
11	Clear Masking Tape	30	
12	Arch Lever files	60	
13	File Fasteners	30 boxes	
14	Plastic Shelving Sheet	10 packs	
15	Giant Stapler	12	
16	Staples 66/11	10 boxes	
17	Medium Stapler 26/6	18	
18	Staples 26/6	30 boxes	
19	C4 envelopes	6 boxes	

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20	Pop up sign here	60	
21	A4 Tab Dividers (Alphabetical)	30	
22	2 Quire Counter Book	30	
23	Bostic Adhesive Gum	30	
24	Pritt 43g	30	
25	Black Bic Click Pen	6 Boxes	
26	Tattle Tape (1000)	50 Boxes	
27	Clear Office Paste (Glue)	30	
28	USB Memory Sticks	10	
29	A4 Assorted Hard Cover	20	
30	Crayons/ Colour Pencils	30 Boxes	
31	Face Paint for Kids	30 kits	
32	HB Pencil	6 Boxes	
33	Pencil Eraser	6 Boxes	
34	Pencil Sharpener	18	
35	Correction Pens	30	
36	Medium Puncher	12	
37	Binding Sheets Transparency Assorted	50	

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

- 5 confirmation letters and more 40
- 3 – 4 Confirmation letters 20
- 1 – 2 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**

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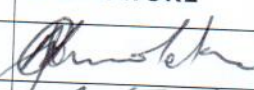
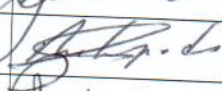
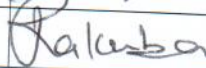
Delivery within 07 days	40
Delivery within 14 days	30
Delivery within 21 days	10
More than 21 days	00

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

INITIAL & SURNAME	DESIGNATION	SIGNATURE
M. Shomolekae	Chairperson	
L. Tselapedi	Member	
R. Rakuba	Requesting Department	

Approved / ~~Disapproved~~


MR Tebogo Chanda
Municipal Manager