

# RATLOU LOCAL MUNICIPALITY

**Municipal Manager:**  
**Mr Tebogo Chanda**  
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**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/BTO03-02/2019/2020
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 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 #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.

**SUPPLY AND DELIVERY OF STATIONERY LIST**

#	Item	Quantity	Unit	Amount(Vat Inclusive)
1	HP Cartridge 131A (CF210A)	10	Each	
2	HP Cartridge 131A (CF211A)	5	Each	
3	HP Cartridge 131A (CF212A)	5	Each	
4	HP Cartridge 131A (CF213A)	5	Each	
5	HP Cartridge 128A (CE320A)	5	Each	
6	HP Cartridge 128A (CE321A)	10	Each	
7	HP Cartridge 128A (CE322A)	5	Each	
8	HP Cartridge 128A (CE323A)	5	Each	
9	Canon 045 Black	10	Each	
10	Canon 045 Yellow	5	Each	
11	Canon 045 Magenta	5	Each	
12	Canon 045 Cyan	5	Each	
13	Cartridge 049 (Q5949A)	3	Each	
14	Permanent marker black	10	Each	
15	Big Click Pen Black	5	Each	
16	DVD	30	Each	
17	CD-R	30	Each	
18	Colour Paper Clip 55 mm	30	Box	
19	A4 Print paper white	120	Box	
20	A3 print paper white	2	Box	
21	Flash note book	30	Each	
22	Stapler Medium 26/6	30	Each	
23	CTR Assorted colour	30	Each	
24	Stick note pad	30	Each	
25	Pritt 43G	30	Each	
26	File Fastener	50	Box	
27	Arch Lever File	60	Box	
28	Envelope C4/A4	3	Box	
29	Envelope C3/A3	2	Box	

30	Ruler	20	Each	
31	Clip hard board	5	Each	

**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**

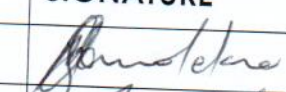
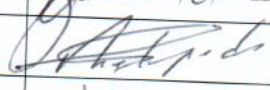
Delivery within 07 days	40
Delivery within 14 days	30
Delivery within 21 days	10
More than 21 days	00

**LOCALITY – 20**

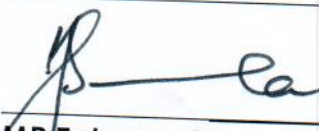
Within Ratlou	20
Within Ngaka Modiri Molema	15
Within North West Province	10
Outside the Province	00

**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	
L. Beleng	Requesting Department	L. Beleng

Approved / ~~Disapproved~~

  
**MR Tebogo Chanda**  
**Municipal Manager**