

RATLOU LOCAL MUNICIPALITY

:
www.ratlou.gov.za
Tell 018330 7000
Fax 0183307019



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.

DESCRIPTION	: SUPPLY AND DELIVERY FOR STATIONERY
TENDER NO	: NW381/BTO09-28/2022/2023
DATE PUBLISHED	: 30 SEPTEMBER 2022
BRIEFING SESSION	: N/A
CLOSING DATE	: 10 OCTOBER 2022
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).

T.M.
C.F.

- 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	A4 Print white paper	200 Box
2	Arch lever File	100 each
3	Bic Click pen Black	5 Box
4	Hard Cover assorted	50 Packet
5	Binding sheet transparency	30 Packet
6	Flash note book	30 each
7	Stapler 26/6	30 Box
8	Bostic 100g	10 each
9	Pritt 43G	20 each
10	File fastener	20 Box
11	Memory Stick 16 GB	50 each

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

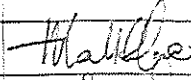

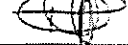
Delivery within 07 days	40
Delivery within 14 days	30
Delivery within 21 days	10
More than 21 days	00

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
T Matlhoko	Chairperson	
F Lekoto	Member	
C Tjale	Requesting Department	

Approved / Disapproved 


TEBOGO CHANDA
 MUNICIPAL MANAGER