

RATLOU LOCAL MUNICIPALITY



Tel: 018 330 7000
Fax: 018 330 7047
www.ratlou.gov.za

Postal Address

Private Bag X209
Madibogo
2772

Enquiries: Mr Robert Rakuba
Tel: (018) 330 7000/076 092 7349

Email: robert@ratlou.gov.za

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 OF STATIONERY
TENDER NO	: NW381/COMMSERV10-16/2022/2023
DATE PUBLISHED	: 24 OCTOBER 2022
BRIEFING SESSION	: N/A
CLOSING DATE	: 01 NOVEMBER 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).

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- 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.

SPECIFICATION FOR STATIONERY

NO.	DESCRIPTION	UNITS	QUANTITY
1.	64 GB USB Memory Stick	Each	12
2.	A4 Laminating Pouches	Pack/Box	18
3.	A3 Laminating Pouches	Pack/Box	6
4.	Giant/Jumbo Puncher (Big)	Each	12
5.	A3 Plastic covers	Each	12
6.	A4 Plastic covers	Each	12
7.	Pencil sharpener	Each	12
8.	Cartridge 131A (CF 210A)	Each	3
9.	Cartridge 131A (CE 211A)	Each	3
10.	Cartridge 131A (CE 212A)	Each	3
11.	Cartridge 131A (CE 213A)	Each	3
12.	Ruler – 30cm	Each	12
13.	Clear Sello Tape	Each	6
14.	Clear Masking Tape	Each	12
15.	Arch lever file	Each	60
16.	80mm File fastener – 50sets	Box	18
17.	Big Calculators – Adding Machine	Each	12
18.	A4 White Hard Cover Paper	Pack/Box	20
19.	Flash note book 2 Quire	Each	10
20.	6mm Staples 26/6 (5000pcs per box)	Box	18
21.	Bostic Adhesive Gum	Pack	18
22.	Pritt 43G	Each	24
23.	Big click pen black	Box	6
24.	A4 Binding sheets Transparency – Assorted colours	Pach/Box	24
25.	Crayons(assorted)	Box/Pack	18
26.	Face Paint For Kits Assorted	Per Kits	12
27.	A4 Print Paper White	Box	10
28.	A3 Print Paper White	Box	6
29.	Pencil	Each	24
30.	Paper Scissors - big	Each	12
31.	CTR Highlighter – Assorted	Each	48
32.	Correction Pen	Each	6
33.	Pop up sign here	Pack	24
34.	Giant/Jumbo Stapler (Big)	Each	6

35.	Heavy duty Staples 66/11 (5000pcs per box)	Box	12
36.	Official A4 envelopes – White	Box	3

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


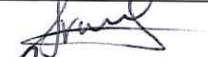
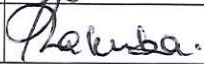
LOCALITY – 20

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.

R 55 TL
I.f.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
J. Mbana	Chairperson	
F. Lekoto	Member	
R. Rakuba	Requesting Department	

Approved /-Disapproved-


Mr Tumelo Letlojane
Acting Municipal Manager