

# RATLOU LOCAL MUNICIPALITY



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## **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

<b>DESCRIPTION</b>	<b>: SUPPLY AND DELIVERY OF ACADEMIC REGALIA</b>
<b>TENDER NO</b>	<b>: NW381/OM10-07/2022/2023</b>
<b>DATE PUBLISHED</b>	<b>: 17 OCTOBER 2022</b>
<b>BRIEFING SESSION</b>	<b>: N/A</b>
<b>CLOSING DATE</b>	<b>: 25 OCTOBER 2022</b>
<b>TIME</b>	<b>: 11H00a.m</b>
<b>SUBMISSION ADDRESS</b>	<b>: RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)</b>

The following documents should be submitted with your quotation:

- ❖ Valid Original Tax Clearance Certificate/ 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.
- Only locally produced goods or locally manufactured goods, meeting the minimum 100% threshold for local production and content will be considered.
- Price(s) quoted must be inclusive of VAT (if registered).

- Quotation should be submitted with **MBD 1, 4, 6.2 and Annexure C,D&E, 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 SUPPLY AND DELIVERY OF ACADEMIC REGALIA**

ITEM NO.	QTY	DESCRIPTION	PRICE (VAT INCL.)
1	80	<b>ACADEMIC/GRADUATION GOWN</b> <ul style="list-style-type: none"> <li>• For student</li> <li>• For diploma level</li> <li>• Colour - Black</li> </ul>	
2	10	<b>COUNCIL GOWN</b> <ul style="list-style-type: none"> <li>• For academic convoy</li> <li>• Different Colour (Municipal Corporate colours)</li> </ul>	
3	80	<b>ACADEMIC MORTAR BOARD</b> <ul style="list-style-type: none"> <li>• Colour - Black</li> </ul>	
4	80	<b>ACADEMIC/GRADUATION TASSEL</b> <ul style="list-style-type: none"> <li>• Different Colours</li> </ul>	
5	80	<b>ACADEMIC/GRADUATION STOLE/BELT</b> <ul style="list-style-type: none"> <li>• Different Colours</li> </ul>	

**FUNCTIONALITY**

**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 – (Signed Commitment letter should be in the letter head of the bidder)** **40**

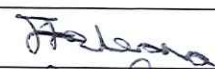
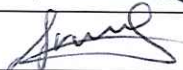
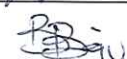
Delivery within 14 days	40
Delivery within 21 days	30
Delivery within 30 days	10
More than 30 days	00

SS  
I.F.  
B.G.

<b>LOCALITY –</b>	<b>20</b>
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
J. Mbana	Chairperson	
I. Lekoto	Member	
G. Bingo	Requesting Department	

Approved / Disapproved

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**Mr Tumelo Letlojane**  
Acting Municipal Manager