

RATLOU LOCAL MUNICIPALITY



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

Postal Address
Private Bag X 209
Madibogo
2772

Enquiries: Mr Colen Tjale
Tel: (018) 330 7000/076 394 7776

Email: colen@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 CATRIADGES
TENDER NO : NW381/BTO01-12/2022/2023
DATE PUBLISHED : 05 JANUARY 2023
BRIEFING SESSION : N/A
CLOSING DATE : 12 JANUARY 2023
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).

NW381/BTO01-12/2022/2023

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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 CARTRIDGE

NO.	DESCRIPTION	UNITS	QUANTITY
1.	HP Cartridge 131A (CF210A)	Each	20
2.	HP Cartridge 131A (CF211A)	Each	7
3.	HP Cartridge 131A (CF212A)	Each	7
4.	HP Cartridge 131A (CF213A)	Each	7
5.	Canon 045 Black	Each	20
6.	Canon 045 Yellow	Each	7
7.	Canon 045 Magenta	Each	7
8.	Canon 045 Cyan	Each	7
9.	Canon 054 Black	Each	20
10.	Canon 054 Yellow	Each	7
11.	Canon 054 Magenta	Each	7
12.	Canon 054 Cyan	Each	7
13.	HP Cartridge 37A (CF237A)	Each	4

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

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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
J. Mbana	Chairperson	
F. Lekoto	Member	
C. Tjale	Requesting Department	

Approved / ~~Disapproved~~



GOBAKWANG MOATSHE
ACTING MUNICIPAL MANAGER