

RATLOU LOCAL MUNICIPALITY



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Postal Address

Private Bag X209
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	: PRINTING, SUPPLY AND DELIVERY OF 2017-2022 RATLOU MUNICIPAL IDP DOCUMENT AND 2017-2018 RATLOU MUNICIPAL SERVICE DELIVERY IMPLEMENTATION PLAN DOCUMENT
TENDER NO	: NW381/PAD09-06/2016/2017
DATE PUBLISHED	: 09 JUNE 2017
BRIEFING SESSION	: N/A
CLOSING DATE	: 19 JUNE 2017
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:

- ❖ Valid Original Tax Clearance Certificate/ Tax compliance status pin in line with 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 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.**

R.
SK J.B.

K.F.G.

- 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.

PRINTING, SUPPLY AND DELIVERY OF 2017-2022 RATLOU MUNICIPAL IDP DOCUMENT AND 2017-2018 RATLOU MUNICIPAL SERVICE DELIVERY IMPLEMENTATION PLAN DOCUMENT

ITEM	NAME OF PROGRAMME	QUANTITY	REMARKS
2017-2022 Ratlou Municipal IDP document (plus-minus 190 pages)	Printing of A4 size (297mm x 210mm) 2017 – 2022 IDP document printed with full colour in glossy paper. Insert must be 128gsm and cover should be 250gsm with perfect binding 2 Disc (Soft copies in Word and PDF)	100	We request that we be provided with a dummy copy for inspection and sign off before any printing and delivery
2017-2018 Ratlou Municipal Service Delivery and Implementation Plan (SDBIP) document (plus-minus 36 pages)	Printing of A4 size (297mm x 210mm) 2017-2018 Service Delivery And Budget Implementation Plan (SDBIP) document with full colour in glossy. Insert must be 128gsm and cover should be 250gsm with perfect binding. 2 Disc (Soft copies in Word and PDF)	100	We request that we be provided with a dummy copy for inspection and sign off before any printing and delivery

FUNCTIONALITY

Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client) 50

11 Confirmation letters and more	50
9 – 10 Confirmation letters	40
7 – 8 Confirmation letters	30
5 – 6 Confirmation letters	20
3 – 4 Confirmation letters	10
1 – 2 Confirmation letters	05
No Confirmation letters	0

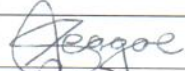
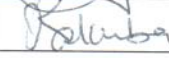
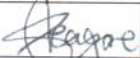

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Ability to deliver within specified time frame (Commitment letter on letterhead of bidder) 50

Delivery within 30 days	50
Delivery within 45 days	30
Delivery within 60 days	10
Delivery more than 60 days	0

NB: Bidders who obtain less than 60% on functionality will be regarded as non-responsive and will not be evaluated further.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
K. Phutieagae	Chairperson	
R Rakuba	Member	
C Tjale	Member	On leave 
Job Matlhoko	Requesting Department	

Approved / ~~Disapproved~~


Glen Lekomanyane
Municipal Manager