

HEAD OFFICE

303 Church Street
Private Bag X 44
MOGWADI 0715
Telephone : (015) 501 0243/4
Fax no : (015) 501 0419
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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquires: Letsoalo K.G

Reference: 8/1/1

15 May 2014

CALL FOR QUOTATION / PROPOSAL FROM SERVICE PROVIDERS FOR SUPPLY OF IDENTIFICATION CARDS AND BUSINESS CARDS FOR MUNICIPAL COUNCILLORS AND IDENTIFICATION CARDS FOR OFFICIALS AS PER THE SPECIFICATION BELOW:

a) PROJECT SPECIFICATION

General condition of work	The awarded bidder shall deliver the completed work in accordance with the specifications and to the total satisfaction of Molemole Municipality in regard to the clarity, quality accuracy and neatness.	
	All changes that are deemed necessary shall be communicated with the appropriate Municipal official at all times.	
	Interested bidders are required to supply samples of identification cards and Business cards when submitting their bids or quotes or proposals.	
Dimensions & Features	Length	5.5 cm
	Width	8.5 cm
	Font Type	Arial
	Font Size heading one	14
	Font Size for Names and Surname	12
	Font Style	Bold
	Special Feature	Municipality Emblem Positioned on the Left Corner.
Writings	Title e.g. Mr. / Ms	
	Surname and Initials	
	Designation / Position	
	The words: "“We are here for you” below words	

Vision: A developmental people driven organization that serves its people"

Mission: To provide essential and sustainable services in an efficient and effective manner.

Material and Textures	Durable light plastic	
Colour	Background Colour	White with municipal address
	Font Colour	White with employee photo (Identification cards)
Weight	lighter	

b) BILL OF QUANTITIES

FOR PROJECT NAME: SUPPLY OF IDENTIFICATION CARDS FOR MUNICIPAL COUNCILLORS AND OFFICIALS

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1	Design, Develop, Print and Supply of Identification Cards.	No	190	R	R

c) SUMMARY OF BILL OF QUANTITY

PROJECT NAME: SUPPLY OF IDENTIFICATION CARDS FOR MUNICIPAL COUNCILLORS AND OFFICIALS

ITEM	DESCRIPTION	MATERIAL AMOUNT
1	Design, Develop, Print and Supply of Identification Cards	
Sub- Total		
Total project cost (Excluding V.A.T)		
V.A.T @ 14 %		
Total project cost (Including V.A.T)		

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FOR PROJECT NAME: SUPPLY OF BUSINESS CARDS FOR MUNICIPAL COUNCILLORS

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1	Design, Develop, Print and Supply of Business Cards.	No	27	R	R

d) SUMMARY OF BILL OF QUANTITY

PROJECT NAME: SUPPLY OF BUSINESS CARDS FOR MUNICIPAL COUNCILLORS

ITEM	DESCRIPTION	MATERIAL AMOUNT
1	Design, Develop, Print and Supply of Business Cards	
Sub- Total		
Total project cost (Excluding V.A.T)		
V.A.T @ 14 %		
Total project cost (Including V.A.T)		

e) The following documentation should accompany the quotation:

- i. Company registration certificate
- ii. Minimum of three (3) Contactable references for related work
- iii. A valid BBBEE certificate
- iv. A valid Tax clearance certificate

f) The following conditions will apply:

- v. The appointed service provider should implement this project within twenty (20) days from the date of the order.
- vi. Payment (cheque) of invoices will be made within thirty (30) days from date of receipt, following project handover;
- vii. A 80/20 points system will be used as evaluation criteria for this bid;
- viii. Late applications and faxed or e-mailed quotations will be disqualified;
- ix. The municipality is not bound to accept the lowest or any Bid and reserves the right to not accept any quotation either wholly or a part thereof;

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TECHNICAL ENQUIRIES	Mr. Government Letsoalo
CLOSING DATE TIME	27 May 2014 11H30
PLACE TO SUBMIT QUOTATIONS	Molemole Municipality Municipal Tender Box, 303 Church Street Mogwadi



Mr. NN Keetse
Acting Municipal Manager

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