

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

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 MOREBENG 0810
 Telephone : (015) 501 2371
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www.molemole.gov.za

Enquiries: Ralephenya T.D

Reference: MM-003- 2021/22

10 June 2022

REQUEST FOR QUOTATION

Molemole Municipality is hereby inviting quotations from prospective service providers who are registered on the CSD for Design, Supply and Printing of 200 Annual Reports.

Specification

Description	Quantity	Amount
A5 Annual Reports, 368 pages double-sided print on full Colour on 250g gloss paper Finishing: Saddle stitch, packaged on transparent plastic, 100 units per pack	300	
Supply of Electronic version on Compact Disk	01	
Subtotal		
V.A.T @ 15 %		
Total cost (Including V.A.T)		

The following documentation should accompany your quotations:

- a) The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the advert date and the closing date]
- b) Valid Tax compliance status pin
- c) Certified **COPY** BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)
- d) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- e) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

N.B. Failure to attach the above documents will disqualify the bidder from further evaluation.

Vision: A developmental people driven organization that serves its people

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

The following conditions will apply:

- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- Payment will be effected within 30days of receipt of invoice.
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for preference as per PPPFA of 2000, BBBEEA of 2003 and Preferential Procurement Regulation of 2017.
- The Municipality is not bound to accept the lowest or any bid and reserve the right to not accept any quotation either wholly or a part thereof;

Evaluation Criteria

The bid will be evaluated based on:

- **Functionality**, bidders must achieve a minimum of 80% functionality in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum of 80% will be disqualified from further evaluation.

Criteria	Weights	Applicable values
Proof of RELEVANT experience by the bidding company in design and printing of Annual Reports Attach a maximum of 04 Appointment letters only	60	Average = 2 Good = 3
Attach a Sample of two (02) different Annual Reports previously done	40	Very good = 4
Total	100	Excellent = 5

- **Preference point system**, (80/20). Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2017.

Kindly direct all technical enquiries to **Mrs Mashegoana M** at **015 501 2315** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Tender Box by the latest **17 June 2022 at 11:00**, clearly marked "**Supply and Printing of Annual Reports**" No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.



Mr K.E MAKGATHO
ACTING MUNICIPAL MANAGER
REF: MM-005- 2021/22

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