

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

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MOREBENG 0810
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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Reference: MM-001- 2021/22

27 September 2021

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL DATABASE FOR DESIGN, PRINTING, SUPPLY AND DELIVERY OF 800 MUNICIPAL DIARIES AS PER THE SPECIFICATION BELOW:

DESCRIPTION: DESIGN, PRINT AND DELIVERY OF MUNICIPAL DIARIES	Quantity
A4 Leather Diaries with Municipal Logo embossed. 221 personalised engraved Diaries and 579 Diaries not engraved.	800

N.B. All graphic work to be done by the appointed Service Provider. Communication unit will supply images and any additional information

The following documentation should accompany your quotations:

- a) The recent up-to-date central supplier database (CSD) registration report detailing all compliance requirements; [Last verified between the advert date and the closing date]
- b) 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.

Stage 1: Evaluation on functionality

Under functionality, Bidders must achieve a minimum of 80% of the total points (rounded to the nearest decimal point) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBEE).

Criteria	Weights	Applicable values
Proof of RELEVANT experience in printing, supply and delivery of Diaries Attach a maximum of 04 Appointment letters/Orders only	80	Poor = 1 Average = 2 Good = 3
Total	80	Very good = 4 Excellent = 5

The following conditions will apply:

- a) Quotations must be on an official letterhead of the company
- b) Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- c) Incomplete quotations will be disqualified from further evaluation
- d) Payment will be effected within 30 days of receipt of invoice.
- e) 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.
- f) 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;

Kindly direct all technical enquiries to **Mrs Mashegoana M** at **015 501 2364** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the 05th October **2021 at 11h00**, clearly marked "**DESIGN, PRINT ,SUPPLY AND DELIVERY OF 800 DIARIES**" No quotations would be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.


Mr Mosena M.L
Municipal Manager
Ref- MM-001- 2021/22