

HEAD OFFICE

303 Church Street
Private Bag X 44
MOGWADI 0715
Telephone: (015) 501 0243/4
Fax no : (015) 501 0419
E-mail: info@molemole.gov.za



Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 501 2371
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Ref: MM-003- 2022/23

07 October 2022

REQUEST FOR QUOTATION

MOLEMOLE MUNICIPALITY IS INVITING FOR QUOTATIONS FROM SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL DATABASE FOR DESIGN AND PRINTING OF 1000 MUNICIPAL DIARIES FOR 2023 AS PER THE SPECIFICATION BELOW:

1. Specification:

| Item Description | Quantity | Unit Price | Total Price |
|---|----------|------------|-------------|
| Durable and perfectly bound A4 Leather diaries embossed with municipal logo | 800 | | |
| Durable and perfectly bound A4 Leather Executive diaries embossed with municipal logo [65 copies to be engraved with Names to be supplied by Municipality] | 200 | | |

2. 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) A certified copy of valid BBBEE certificate (To Claim preference points. Failure to submit will not disqualify the Bidder, but the bidder will forfeit the BBBEE 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.

All graphic work to be done by the appointed Service Provider; Communications Office will supply images and any additional information.

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

3. 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 BBBEE).

| Criteria | Weights | Applicable values |
|--|------------|--|
| Proof of RELEVANT experience in Design, printing and delivery of Organizational/Institutional Diaries Attach a maximum of 04 Appointment letters/Orders only | 80 | Poor = 1 |
| Attach 2x organizational diaries designed and printed for two of the above clients | 20 | Average = 2 |
| Total | 100 | Good = 3 Very good = 4 Excellent = 5 |

4. 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 **Modisha N.J. at 015 501 2300** between 08:00 at 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **14 October 2022 at 11h00**, clearly marked "**DESIGN AND PRINTING OF MUNICIPAL DIARIES**"
 - No quotations would be accepted after the closing date.
 - Molemole municipality reserves the right to accept any quotations.



Ms K Zulu
ACTING MUNICIPAL MANAGER

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