

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](http://www.molemole.gov.za)

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: Ralephenya T.D**

**Reference: MM: 8/1/1/01**

**03 August 2021**

**REQUEST FOR QUOTATION**

**REQUEST FOR QUOTATION FROM SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL DATABASE FOR DESIGN, PRINT AND DELIVERY OF 200 IDP DOCUMENTS AS PER THE SPECIFICATION BELOW:**

DESCRIPTION: DESIGN, PRINT AND DELIVERY OF IDP DOCUMENTS	Quantity
A5 IDP documents, 330 pages double-sided print on full Colour on 250g gloss paper Finishing: Saddle stitch, packaged on transparent plastic, 50 units per pack	200
Supply of Electronic version on Compact Disk	01

**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) Include in the quotation, the Master Registration Number or 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](http://www.molemole.gov.za)]
- e) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- f) All graphic work to be done by the appointed Service Provider; Communications Office will supply images and any additional information.

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

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### **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
Minimum of Two (2) appointment letters or purchase orders from the client with contactable references on Client's company letterhead AND samples of previous work done.  <b>Attach a maximum of 02 projects only</b>	100	Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5
<b>Total</b>	<b>100</b>	

#### **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 30days 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, BBEEA 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 **10 August 2021 at 11h00**, clearly marked "**DESIGN, PRINT AND DELIVERY OF 200 IDP DOCUMENTS**" 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: 8/1/01**