

HEAD OFFICE

303 Church Street
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MOGWADI 0715
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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) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mabote NJ

Ref: MM: 8/1/1:05

25 April 2018

CALL FOR QUOTATIONS FROM SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL SUPPLIERS DATABASE FOR THE DESIGN, SUPPLY AND DELIVERY OF MOLEMOLE SERVICE CHARTER AS PER THE SPECIFICATION BELOW:

The following documentation should accompany the quotations

1. 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]
2. Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent (within advert & closure date) printed copy of tax clearance certificate]
3. Valid Certified copy of BBBEE certificates
4. **Minimum of 3 orders/appointment letters for related service**
5. Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
6. 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.]

2. The following conditions will apply:

7. All graphic work to be done by the appointed Service Provider; Communications Office will supply images and any additional information.
 - a) Quotations must be on an official letterhead of the company.
 - b) Incomplete quotations will be disqualified from evaluation.
 - c) 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 Regulations of 2001.
 - d) Prices (s) must be firm and must be inclusive of VAT (if applicable);
 - e) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.

Vision: A developmental people driven organization that serves its people


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

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3. **BID SPECIFICATION** [Quotations should be on the company letterhead with the below layout]:

QTY	DESCRIPTION	Unit Price	Total Price
200	A6 Booklets: Number of pages: 13 Inside : Print full colour on both sides of the 100GSM paper; Cover : Print full colour on both sides of 150GSM paper; Binding : Perfect binding (glue)		
20	A1 laminated and framed full colour posters		

- Kindly direct all technical enquiries to **Ms. Pholoba M** at **015 501 2321** between 08:00 and 16:30.
- All quotations should be submitted at Mogwadi municipal Tender Box, no 303 Church Street Mogwadi 0715, by the **07 MAY 2018 at 11:00**, clearly marking "**DESIGN, SUPPLY AND DELIVERY OF 201718 MOLEMOLE SERVICE CHARTER**".
- No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.


Mr. M.L. MOSENA
MUNICIPAL MANAGER
 [Ref: MM: 8/1/1:05]

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