

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Vlyers Street
MOREBENG 08 10
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: MM-006- 2022/23

15 May 2023

REQUEST FOR QUOTATION

MOLEMOLE LOCAL MUNICIPALITY IS INVITING QUOTATIONS FROM SUITABLE SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL SUPPLIER DATABASE -FOR THE MARKETING AND PUBLICITY OF THE 2023/2024 STATE OF THE MUNICIPAL ADDRESS AS PER THE SPECIFICATION BELOW:

1. Specification for Marketing and publicity of the State of Municipal Address

NO.	DESCRIPTION	Quantity	Unit Price	Total amount
1.	Newspaper advert of the Notice of Council and State of Municipal Address	01		
2.	Radio Advert for Council meeting and State of Municipal Address	3 times a day for 3 days		
3.	Live open broadcasting of the 2023/2024 State of the Municipal Address	01		
4.	Design and Printing of A2 Poster for State of Municipal address	100 Copies		
Subtotal (Excl. Vat)				
Vat at 15% (Only if you are registered for Vat)				
Grand total (vat inclusive)				

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

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

- c) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- d) 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.

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 Specific Goal).).

Criteria	Weights	Applicable values
Proof of RELEVANT experience in Broadcasting or print marketing and publicity Attach 04 Appointment letters from Clients on Company letterhead and Reference/Testimonial letters	80	Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5
Total	80	

Stage 2: Evaluation on Price and Specific Goals

- Bidders must attach supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman- Ownership of more than 50%	Identification Document	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years)	Identification Document	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 specific goal as per PPPFA of 2022,
- f) The bidder needs to ensure that there is skills transfer.
- g) 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;

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- Kindly direct all technical enquiries to **Modisha N.J. at 015 501 2300** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **22 May 2023 at 11h00**, clearly marked "**MARKETING AND PUBLICITY OF THE 2023/2024 STATE OF THE MUNICIPAL ADDRESS**"
- No quotations would be accepted after the closing date.
- Molemole municipality reserves the right to accept any quotations.



Mr. K.E MAKGATHO
MUNICIPAL MANAGER

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