


HEAD OFFICE

303 Church Street
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MOGWADI 0715
Telephone: (015) 501 0243/4
Fax no : (015) 501 0419
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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 501 2371
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www.molemole.gov.za

Enquiries: Mabote NJ

Ref: LED&P-8/1/1:08

03 May 2018

REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR THE PRINTING OF ANNUAL REPORT BOOKLETS.

- **Quantity: 200 Booklet;**
- **Size: A4;**
- **Cover page: 250g paper color one side UV, 128g paper ink black and white;**
- **Binding: Perfect binding;**
- **Number of pages: 293.**

1. The following documentation should accompany the quotations to qualify the bidder for evaluation:

- a) 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]
- b) Valid Certified copy of BBEE certificates (ORIGINAL also accepted)
- c) 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]
- 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.]

2. The following conditions will apply:

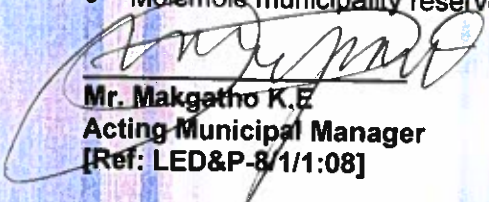
- a) Quotations must be on an official letterhead of the company;
- b) Prices (s) must be firm and inclusive of VAT (if applicable);
- c) Quotations will be evaluated according to 80/20 points system whereby 80 points will be for price and 20 points will be allocated in line with Preferential Procurement Policy framework, 2000 and BBEE regulations, as amended;
- d) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- e) The municipality is not bound to accept the lowest or any Bid and reserves the right to not accept any quotation either wholly or a part thereof;

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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- Kindly direct all Technical enquiries to **Mr. M.J Morokolo** at **015 5012329** between **08H00** to **16H30** during the weekdays. All quotations should be submitted in the RFQ tender box situated at Mogwadi offices, no 303 Church Street by latest **11th May 2018**, at **11H00**, clearly marked **"PRINTING OF ANNUAL REPORT BOOKLETS"**. No quotation will be accepted after the closing date and time.
- Molemole municipality reserves the right to accept any quotation.



Mr. Makgatho K.E
Acting Municipal Manager
[Ref: LED&P-8/1/1:08]

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