

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 43
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Ref: MM: 8/1/07

24 February 2020

**ADVERT
REQUEST FOR QUOTATION**

CALL FOR QUOTATIONS FROM SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL SUPPLIERS DATABASE FOR THE DESIGN, PRINTING AND DELIVERY OF THE ANNUAL REPORT BOOKLET AS FOLLOWS:

- 390 Pages, front and back cover 250g and full colour
- Insert on 128g paper in black and white
- Perfect Binding
- 100 A5 Booklets
- Final Booklet to be made available digital as well
- Final Document to be printed April 2020

1. The following documentation should accompany the quotations

- 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) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- c) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]
- d) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- e) 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)
- f) **Minimum of 3 orders/appointment letters for related work AND sample to be submitted.**

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

Vision: A developmental people driven organization that serves its people


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

2. The following conditions will apply:

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

Kindly direct all technical enquiries to **Ms Pholoba M** at **015 501 2364** between 08:00 and 16:30.
All quotations should be submitted at Mogwadi municipal Tender Box, no 303 Church Street Mogwadi 0715, by the 03 March 2020 at **11:00**, clearly marking "**DESIGN, PRINTING AND DELIVERY OF THE 2018/19 ANNUAL REPORT**".

No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



Mr. M.L. MOSENA
MUNICIPAL MANAGER
MM: 8/1/1/07

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