

HEAD OFFICE

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MOGWADI 0715
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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 5012371
Fax no : (015) 397 433

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T

Reference: MM: 8/1/1/03

01 August 2019

CALL FOR QUOTATIONS FROM SERVICE PROVIDERS REGISTERED ON THE CENTRAL DATABASE FOR THE DESIGN, SUPPLY AND DELIVERY OF 2020 MOLEMOLE DIARIES AS PER THE SPECIFICATION BELOW:

MOLEMOLE DIARIES

Specification as follows:

1. Nine Hundred (900) diaries
 - A4 Stream Diary in Grey with ribbon
 - Size 21(W)x29(L)
 - Closed
 - 30 diaries to have names engraved
2. Three Hundred (300) A5 Docket diaries
3. Two Hundred (250) A5 Full colour Laminated Wrap
4. Fifty (50) A5 Filofax Leather Daily planner, names engraved.
5. Include four (4) tip in pages in full colour
6. All diaries to have Municipal Logo **embossed**.
7. Printing content to be provided by Communications Unit

The following documentation should accompany your 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) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- c) A certified copy of valid BBBEE certificate (Original also accepted)
- 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]
- f) Minimum of three (3) contactable references AND samples of previous work done as well as proof of appointment. (Official order/Invoice)

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

The following conditions will apply:

- Quotation must be on an official letterhead of the company;
- Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- Price (s) must be firm and inclusive of VAT;
- Payment will be effected within 30 days of receipt of invoice.
- 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

Kindly direct all technical enquiries to **Ms Pholoba M.A** at **015 501 2364** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Tender Box by the latest **07 August 2019 at 11:00**, clearly marked "**DESIGN, SUPPLY AND DELIVERY OF 2020 MOLEMOLE DIARIES**" No quotation will be accepted after the closing date.


MOSENA ML
MUNICIPAL MANAGER

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