

HEAD OFFICE

303 Church Street
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MOGWAADI 0715
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Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

25 Cor. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

Enquiries: Malola MT

Reference: FIN: 10/1/1/01

08 September 2023

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY.

1. Specification

No	Description	Quantity	Amount
01	100 Page (Section 56) Summons Book (Quad Duplicate)	100	
02	PVC File	200	
03	File Fastener (Box of 50)	100	
04	File Divider (1 – 12)	100	
05	A4 Paper Box	50	
06	Tippex 8ml	20	
07	Staples 26/6 (Box of 5000)	10	
08	Sharpener Dual	10	
09	Pencil (Box of 12)	10	
10	Manilla Folders 9266 100'S	20	
11	Board Files	100	
Subtotal			
V.A.T @ 15 %			
Total cost (Including V.A.T)			

The following documentation should be attached to the quotations:

- Central Supplier Database (CSD) summary report(last verified between the date of advert and the closing date)
- A fully completed and signed declaration of interest form which is downloadable from www.molemole.gov.za
- A fully completed and signed MBD 9 form also downloadable from www.molemole.gov.za
- Tax compliance status pin

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.

Stage 1: 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 Goals).

Criteria	Weights	Applicable values
Attach 5 appointment letters/Orders in the supply and delivery of office stationery with contactable references on Client's company letterhead Attach a maximum of 05 projects only.	100	Average = 2 Good = 3 Very good = 4 Excellent = 5
Total	100	

2.1 Stage 2: Evaluation of Price and Specific Goals

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 and Company and Intellectual Property Commission (CIPC) registration document	5
People with Disability	Medical Certificate Indicating Disability	5
Youth (18 – 34 years old)	Identification document	5

Vision: A developmental people driven organization that serves its people"

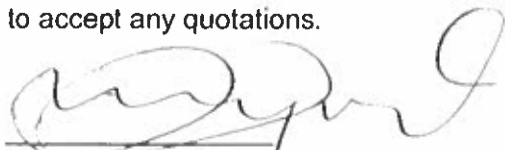
Mission: To provide essential and sustainable services in an efficient and effective manner.

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 30days 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 goals 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;

Kindly direct all technical enquiries to **Malola Masilo** at 015 501 2315 between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by **15th September 2023 at 11h00**, clearly marked "**SUPPLY AND DELIVERY OF OFFICE STATIONERY**"

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



MAKGATHO KE
MUNICIPAL MANAGER

FIN: 10/1/01