

HEAD OFFICE

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Molemole Municipality

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street  
MOREBENG 0810  
Telephone : (015) 501 2371  
Fax no : (015) 397 4334

[www.molemole.gov.za](http://www.molemole.gov.za)

Enquiries: Ralephenya T.D

Reference: MM: 8/1/1/10

22 FEBRUARY 2021

REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) FOR DESIGN AND PRINTING OF SECOND EDITION OF MUNICIPAL NEWSLETTER AS PER THE SPECIFICATION OUTLINED HEREUNDER:

1. QUOTATION MUST BE ON THE BIDDER'S OFFICIAL LETTERHEAD USING THE LAYOUT BELOW:

Description	Quantity	Amount
A3 Newsletter, 08 pages double-sided print on full Colour on 150g gloss paper Finishing: Saddle stitch, packaged on transparent plastic, 100 units per pack	3000	
Supply of Electronic version on Compact Disk	01	
<b>Subtotal</b>		
<b>V.A.T @ 15 %</b>		
<b>Total cost (Including V.A.T)</b>		

2. The following documentation should be attached to 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) Tax compliance status pin
- c) 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)
- d) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- e) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

*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.


### 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 BBEE).

Criteria	Weights	Applicable values
Proof of RELEVANT experience by the bidding company in design and printing of Newsletters <b>Attach a maximum of 04 Appointments only</b>	60	Average = 2 Good = 3
Attach a Sample of two (02) different newsletters previously done	40	Very good = 4
<b>Total</b>	<b>100</b>	Excellent = 5

#### 4. 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 preference as per PPPFA of 2000, BBEEA of 2003 and Preferential Procurement Regulation of 2001
  - f) 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 **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 **03 March 2021 at 11h00**, clearly marked "**DESIGN AND PRINTING OF 3000 A3 NEWSLETTERS**"
  - No quotations would be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.

  
**Mr. Mosena M.L.**  
**Municipal Manager**  
**Ref-MM: 8/1/10**

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