

HEAD OFFICE

303 Church Street
 Private Bag X 44
 MOGWADI 0715
 Telephone: (015) 501 0243/4
 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 4327
 Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: **Ralephenya T.D**

Ref: **MM-005- 2020/21**

18 May 2021

**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 200 ANNUAL REPORT BOOKLET AS FOLLOWS:

| Description | Quantity | Amount |
|--|------------|--------|
| A5 Annual Reports, 330 pages double-sided print on full Colour on 250g gloss paper Finishing: Saddle stich, packaged on transparent plastic, 100 units per pack | 200 | |
| Supply of Electronic version on Compact Disk | 01 | |
| Subtotal | | |
| V.A.T @ 15 % | | |
| Total cost (Including V.A.T) | | |

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)

2. EVALUATION ON FUNCTIONALITY

Vision: A developmental people driven organization that serves its people

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

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 BBBEE).

| Criteria | Weights | Applicable values |
|--|------------|-------------------------------------|
| Proof of RELEVANT experience by the bidding company in design and printing of Annual Reports Attach a maximum of 04 Appointment letters only | 60 | Poor = 1 Average = 2 Good = 3 |
| Attach a Sample of two (02) different Annual Reports previously done | 40 | Very good = 4 |
| Total | 100 | Excellent = 5 |

The following conditions will apply:

- f. All graphic work to be done by the appointed Service Provider; Communications Office will supply images and any additional information.
- g. Quotations must be on an official letterhead of the company.
- h. Incomplete quotations will be disqualified from evaluation.
- i. 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 2017.
- j. Prices (s) must be firm and must be inclusive of VAT (if applicable);
- k. Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.

Kindly direct all technical enquiries to **Mrs Mashegoane 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 **25 May 2021 at 11:00**, clearly marking "**DESIGN, PRINTING AND DELIVERY OF THE 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-005- 2020/21

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