

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

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MOREBENG 0810
Telephone : (015) 5012371
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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Reference: MM: 003-2020/21

03 September 2020

REQUEST FOR QUOTATION

MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM SERVICE PROVIDERS REGISTERED ON THE CENTRAL DATABASE FOR THE DESIGN, SUPPLY AND DELIVERY OF 2021 MOLEMOLE CALENDARS AS PER THE SPECIFICATION BELOW:

Specification as follows:

MOLEMOLE CALENDARS

Two Thousand (2000) 2021 Calendars

1. One thousand seven hundred and fifty (1750) 2021 Wall Calendars
 - A1 Full colour on 250GSM Paper, top and bottom wire trimming
1. Two hundred and fifty (250) A2 2020 Desk Writing Calendar
 - 12 Pages full colour one side on 80GSM bond, backing board with two plastic corners, adhesive binding.
2. Content and photographs 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) 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]
- e) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

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;

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

- 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.

Evaluation Criteria

The bid will be evaluated based on:

- **Functionality**, bidders must achieve a minimum of 80% functionality in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum of 80% will be disqualified from further evaluation.

Criteria	Weight	Applicable Value System
Company Experience in Similar Projects ✓ Minimum of Three (3) appointment letters or purchase orders from the client with contactable references on Client's company letterhead.	80 points	<i>Poor = 1</i> <i>Acceptable = 2</i> <i>Good = 3</i> <i>Very Good = 4</i> <i>Excellent = 5</i>
TOTAL	80 points	

- **Preference point system**, (80/20). Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2017.

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 **10 September 2020 at 11:00**, clearly marked "**DESIGN, PRINTING AND DELIVERY OF THE CALENDERS**". No quotation will be accepted after the closing date.


Mr. M.L. MOSENA
MUNICIPAL MANAGER
Ref: MM: 003-2020/21

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