

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

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MOREBENG 0810
Telephone : (015) 5012371
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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Reference: MM-001-2020/21

Date: 03 September 2020

REQUEST FOR QUOTATION

CALL FOR QUOTATIONS FROM SERVICE PROVIDERS REGISTERED ON THE CENTRAL DATABASE FOR THE DESIGN, SUPPLY AND DELIVERY OF 2021 MOLEMOLE DIARIES AS PER THE SPECIFICATION BELOW:

MOLEMOLE DIARIES

Specification as follows:

1. Nine Hundred **(900)** A4 diaries
 - A4 Stream Diary in Grey with ribbon
 - Size 21(W)x29(L)
 - Closed
 - 30 diaries to have names engraved
2. Two Hundred **(200)** A5 Docket diaries
3. Three Hundred and fifty **(350)** 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 THE QUOTATION:

1. **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) 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

Vision: A developmental people driven organization that serves its people

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

2. 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 BBEE). Bidders that score less than the minimum of 80% will be disqualified from further evaluation.

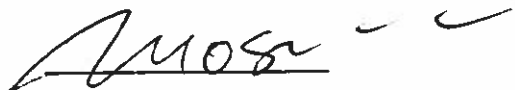
Criteria	Weight	Applicable Value System
Company Experience in Similar Projects ✓ Minimum of Four (4) appointment letters or purchase orders from the client with contactable references on Client's company letterhead AND samples of previous work done	100 points	<i>Poor = 1</i> <i>Acceptable = 2</i> <i>Good = 3</i> <i>Very Good = 4</i> <i>Excellent = 5</i>
TOTAL	100 points	

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

3. The following conditions will apply:

- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- Payment will be effected within 30days of receipt of invoice.
- 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 2017.
- 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 **Pholoba M.A. at 015 501 2300** between 08:00 and 16:30. All quotations should be submitted to Mogwadi Municipal Tender Box by no later than **10 September 2020, 11H00 am**, clearly marked **THE DESIGN, SUPPLY, AND DELIVERY OF 2021 MOLEMOLE DIARIES**. No quotations would be accepted after the closing date. Molemole municipality reserves the right to accept any quotations



Mr. MOSENA ML
MUNICIPAL MANAGER
 MM-001-2020/21

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