

HEAD OFFICE

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 MOGWADI 0715
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Molemole Municipality

MOREBENG BRANCH OFFICE

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

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: **Ralephenya T.D**

Ref: **MM-002- 2022/23**

08 September 2022

REQUEST FOR QUOTATION

MOLEMOLE MUNICIPALITY IS INVITING FOR QUOTATIONS FROM SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL DATABASE FOR DESIGN, PRINT AND DELIVERY OF 200 IDP DOCUMENT BOOKLETS AS PER THE SPECIFICATION BELOW:

1. Specification for design, printing and delivery of IDP Documents:

DESCRIPTION	Quantity	Unit Price	Total amount
<ul style="list-style-type: none"> • 315 Pages, front and back cover 250g and full colour • Insert on 128g paper in black and white • Perfect Binding • A5 Booklets • All Graphic work to be done by appointed Service Provider 	300		
Supply of Electronic version on Compact Disk (in Full Colour)	01		
Subtotal (Excl. Vat)			
Vat at 15% (Only if you are registered for Vat)			
Grand total (vat inclusive)			

2. The following documentation should accompany your quotations:

- a) The recent up-to-date central supplier database (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- b) Valid Tax Compliance status pin
- c) A certified copy of valid BBBEE certificate (To Claim preference points. Failure to submit will not disqualify the Bidder, but the bidder will forfeit the BBBEE points)
- d) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]

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

- 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.

All graphic work to be done by the appointed Service Provider; Communications Office will supply images and any additional information.

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 in design and printing of booklets Attach a maximum of 04 Appointment letters from Clients on Company letterhead and Reference/Testimonial letters	60	Poor = 1 Average = 2 Good = 3
Attach a Sample of two (02) different A5 booklets related to above appointment letters. <i>(the municipality reserves the right to contact the clients as part of evaluation)</i>	40	Very good = 4 Excellent = 5
Total	100	

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 2017
 - 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 at 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **15 September 2022 at 11h00**, clearly marked "**DESIGN AND PRINTING OF 300 A5 IDP DOCUMENTS**"
 - No quotations would be accepted after the closing date.
 - Molemole municipality reserves the right to accept any quotations.



Ms K Zulu
ACTING MUNICIPAL MANAGER

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