

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

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 MOREBENG 0810
 Telephone : (015) 501 2371
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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries:

Ref: MM: MM-005- 2022/23

31 March 2023

MOLEMOLE LOCAL MUNICIPALITY IS INVITING QUOTATIONS FROM SUITABLE SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL SUPPLIER DATABASE FOR DESIGN, PRINTING AND DELIVERY OF 300 A5 ANNUAL REPORT BOOKLETS AS PER THE SPECIFICATION BELOW:

1. Specification for design, printing and delivery of Annual Report booklets:

DESCRIPTION	Quantity	Unit Price	Total amount
<ul style="list-style-type: none"> • 378 Pages, front and back cover 250g and full colour • Insert on 128g Gloss paper full colour • 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) Tax Compliance status pin
- c) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- d) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]

Vision: A developmental people driven organization that serves its people

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

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

N.B. Failure to attach the above documents will disqualify the bidder from further evaluation.

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 Specific Goal)

Criteria	Weights	Applicable values
Proof of RELEVANT experience in Design, Printing and delivery. 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. Stage 3: Evaluation on Price and Specific Goals

- Bidders must attach the following supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman- Ownership of more than 50%	Identification Document and Company and Intellectual Property Commission (CIPC) document	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years)	Identification Document	5

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 30 days 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 specific goal as per PPPFA of 2022,
- The bidder needs to ensure that there is skills transfer.

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g) 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 **11 April 2023 at 11h00**, clearly marked "**DESIGN, PRINTING and Delivery of 300 A5 Annual Report booklets**"
- No quotations would be accepted after the closing date.
- Molemole municipality reserves the right to accept any quotations.



Mr. K.E MAKGATHO
MUNICIPAL MANAGER

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