

**HEAD OFFICE**

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Molemole Municipality

**MOREBENG BRANCH OFFICE**

25 Cnr. Roets & Viviers Street  
 MOREBENG 0810  
 Telephone : (015) 501 2171  
 Fax no : (015) 397 4334

[www.molemole.gov.za](http://www.molemole.gov.za)

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Modisha N.J

Ref: MM: MM-003- 2022/23

16 May 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 750<sup>2ND</sup> EDITION NEWSLETTERS AS PER THE SPECIFICATION BELOW:**

**1. Specification for design, printing and delivery of Newsletters:**

Item Description	Quantity	Total Price
A3 Newsletter, 08 pages double-sided print on full colour on 150g gloss paper Finishing: Saddle stitch, packaged on transparent plastic, 100 units per pack	750	
Supply of Electronic version on Compact Disk	01	
<b>Sub total</b>		
<b>V.A.T @ 15%</b>		
<b>Total Cost (including V.A.T)</b>		

**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](http://www.molemole.gov.za)]
- d) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

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

**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

### 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 of printing works. Attach a maximum of 04 Appointment letters/Orders only	60	Poor = 1
Attach 2x Newsletter samples which were designed and supplied by the Bidding company	40	Average = 2
<b>Total</b>	<b>100</b>	Good = 3 Very good = 4 Excellent = 5

### 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.
- 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;

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- 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 **23 May 2023 at 11h00**, clearly marked "**DESIGN, PRINTING and Delivery of 750 A3 Newsletters**"
- 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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