

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Vivirers Street
MOREBENG 0810
Telephone : (015) 5012371
Fax no : (015) 397 433

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Reference: MM-8/1/1/04

27 September 2018

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

MOLEMOLE DIARIES

Specification as follows:

One Thousand Five Hundred And Fifty (1550) Diaries with Municipal Foiling Logo

- One thousand (1000) A4 Corporate diaries
- Five Hundred (500) A5 Corporate diaries
- Fifty (50) A5 Executive leather diaries to be engraved
- Include four (4) tip in pages in full colour
- Printing content to be provided by Communications Unit

MOLEMOLE CALENDARS

One Thousand (1000) calendars and 200 Desk Calendars

- One thousand (1000) A1 * 2018 Wall Calendars
- Two hundred (200) A2 * 2018 Desk Writing pad/calendar
- Calendars printed in full colour on hard paper
- Content and photographs to be provided by Communications unit

THE FOLLOWING DOCUMENTATION SHOULD ACCOMPANY THE QUOTATION:

1. Central Supplier Database (CSD) summary report(last verified between the date of advert and the closing date)
2. A fully completed and signed declaration of interest form which is downloadable from www.molemole.gov.za
3. A fully completed and signed MBD 9 form also downloadable from www.molemole.gov.za
4. Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
5. Minimum of 3x Orders/appointment letters of the similar project
N.B. Failure to attach the above documents will disqualify the bidder from further evaluation
6. Attach an original or certified valid B-BBEE certificate

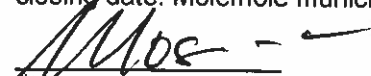
Vision: A developmental people driven organization that serves its people

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

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 30days 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, BBBEEA of 2003 and Preferential Procurement Regulation of 2001
- 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 **Ms. Pholoba M.A** at **015 501 2373** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **04 October 2018 at 11h00**, clearly marked "**Design, Supply and Delivery of Diaries**" No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



Mosen M.L
Municipal Manager
Ref: MM-8/1/1/04

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