

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers 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- 8/1/1/05

27 September 2018

REQUEST FOR QUOTATIONS FROM SERVICE PROVIDERS REGISTERED ON THE CENTRAL DATABASE FOR THE DESIGN, SUPPLY AND DELIVERY OF MOLEMOLE KNOW YOUR LEADERS AND OFFICIAL PHOTOGRAPHS AS PER SPECIFICATION BELOW:

KNOW YOUR LEADERS

Specification as follows:

Five Hundred Know Your Leaders

- A1, 250 GSM paper, one hole punched
- Calendars printed in full colour on hard paper

NB: The service provider will be expected to also facilitate a professional photo shoot of 32 councillors and 6 senior Managers. Photographs to be digitalized.

OFFICIAL PHOTOGRAPHS

18 Framed Photos of President, Deputy President And Limpopo Premier

- Photos will be provided by Communications
- Service Provider to print and Frame as per spec:
- A3 Full colour, mounting board and gold frame

THE FOLLOWING DOCUMENTATION SHOULD ACCOMPANY THE QUOTATION:

- a) Central Supplier Database (CSD) summary report(last verified between the date of advert and the closing date)
- b) A fully completed and signed declaration of interest form which is downloadable from www.molemole.gov.za
- c) A fully completed and signed MBD 9 form also downloadable from www.molemole.gov.za
- d) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- e) 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
- f) Attach a 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 **05 October 2018 at 11h00**, clearly marked "**Supply and Delivery Photographs**". No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



Mosena M.L
Municipal Manager
Ref: MM-8/1/1/05

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