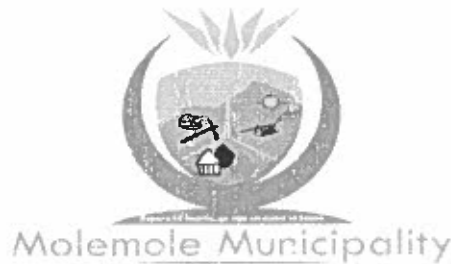


HEAD OFFICE

303 Church Street  
Private Bag X 44  
MOGWADI 0715  
Telephone : (015) 501 0243/4  
Fax no : (015) 501 0419  
E-mail: info@molemole.gov.za



MOREBENG BRANCH OFFICE

25 Cnr. Roets & V iviers Street  
MOREBENG 0810  
Telephone : (015) 501 2301 / (015) 501 2371  
Fax no : (015) 397 4334

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

Ralephenya T.D

ALL CORRESPONDENCE TO BE ADDRESSED TO THE

MM-004-2020/21

03 September 2020

REQUEST FOR QUOTATION

MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL DATABASE FOR DESIGN AND DOUBLE SIDED PRINTING OF ONE EDITION OF MUNICIPAL NEWSLETTERS AS PER THE SPECIFICATION BELOW:

DESCRIPTION: 2020/21 OFFICIAL QUARTERLY NEWSLETTER	Quantity
A3 newsletter , 08 pages prints on full Colour, 2 sides on 150g gloss	3 000
Finishing: Saddle stich, packaged on transparent plastic, 100 units per pack. <b>Electronic version placed on compact disc/ USB stick.</b>	
Printing scheduled: First Quarter: 31 December 2020 (3000)	

1. THE FOLLOWING DOCUMENTATION SHOULD ACCOMPANY THE QUOTATIONS:

- a) The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the advert date and the closing date]
- b) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent printed copy of tax clearance certificate]
- c) Certified COPY BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)
- d) Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- e) Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

**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.

## 2. Evaluation Criteria

The bid will be evaluated based on:

- **Functionality**, bidders must achieve a minimum of 80% functionality in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum of 80% will be disqualified from further evaluation.

Criteria	Weight	Applicable Value System
<b>Company Experience in Similar Projects</b> ✓ Minimum of Four (4) appointment letters or purchase orders from the client with contactable references on Client's company letterhead AND sample of previous work done	100 points	<i>Poor = 1</i> <i>Acceptable = 2</i> <i>Good = 3</i> <i>Very Good = 4</i> <i>Excellent = 5</i>
<b>TOTAL</b>	100 points	

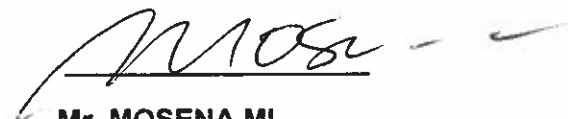
- **Preference point system**, (80/20). Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2017.

### 3. THE FOLLOWING CONDITIONS WILL APPLY:

- Price(s) quoted must be valid for at least thirty (30) days from the date of this offer
- Price (s) must be firm and inclusive of VAT;
- A firm delivery date must be indicated.
- Quotations will be evaluated and adjudicated on 80/20 preference point system. Whereas 80 points will be for price points and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2017.

Kindly direct all technical enquiries to **Pholoba M.A at 015 501 2364** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Tender Box by the latest **10 September 2020 at 11:00**, clearly marked "**Printing of Newsletters**" No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.



**Mr. MOSENA ML**  
**MUNICIPAL MANAGER**