

HEAD OFFICE

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mashatola D

Reference: MM: 8/1/1:02

01 September 2017

MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM PROSPECTIVE SERVICES PROVIDERS WHO ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR THE SUPPLY AND DELIVERY OF THE DIARIES AND CALENDERS AS PER THE BELOW SPECIFICATION

DIARIES

Five Hundred (100) Executive diaries with Municipal Foiling logo

- Five Hundred (500) A4 Corporate diaries
- Five Hundred (500) A5 Corporate diaries
- One hundred (100) A4 diaries to be engraved
- Include four (4) tip in pages in full colour
- Printing content to be provided by Communications Unit

CALENDARS

One Thousand (1000) calendars and 200 Desk Calendars

- One thousand (1000) A2 * 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 document should accompany the proposal:

- Recent supplier registration summary report (CSD report) { Last verified a month before the closing date}
- Minimum of three (3) contactable references, samples of previous work done as well as proof of appointment. (Official order/Invoice)
- Certified copy B-BBEE certificate
- Certified copy tax clearance certificate
- Completed and signed Declaration of interest form (Downloadable from the municipal website)

Vision: A developmental people driven organization that serves its people

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

- Completed and signed MBD9 form (Downloaded from Municipal website)

The following conditions will apply

- Quotation must be on an official letterhead of the company;
- 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;
- Delivery must be made within 60 days. Failure to deliver within 60 days may result in the municipality cancelling its order.
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001;
- Payment will be effected within 30 days of receipt of invoice.

Kindly direct all technical enquiries to **Ms. Pholoba M at 015 501 2321** between 08:00 and 16:00. All proposals should be submitted at Mogwadi Municipal Tender Box by the **12th September 2017** at 11H00. Clearly marking **"SUPPLY AND DELIVERY OF DIARIES AND CALENDERS"**.

No quotation will accepted after the closing date


RAMOGALE MW
ACTING MUNICIPAL MANAGER

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