

HEAD OFFICE

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MOGWADI 0715
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Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Manamela M.J

Ref: MM- 8/1/12

27 February 2019

CALL FOR QUOTATIONS FROM SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL SUPPLIERS DATABASE FOR THE DESIGN, PRINTING AND DELIVERY OF THE ANNUAL REPORT BOOKLET AS FOLLOWS:

- 350 Pages, front and back cover 250g and full colour
- Insert on 128g paper in black and white
- Perfect Binding
- 200 A5 Booklets
- Final Booklet to be made available digital as well

The following documentation should accompany your 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) A certified copy of valid BBBEE certificate (Original also accepted)
 - d) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
 - e) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]
- N.B. Failure to attach the above documents will disqualify the bidder from further evaluation.***

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 14 days. Failure to deliver within 14 day may result in the municipality cancelling its order.
- Payment will be effected within 30 days of receipt of invoice.
- The Municipality is not bound to accept the lowest or any bid and reserves the right to not accept any quotation either wholly or a part thereof.
- All graphic work to be done by the appointed Service Provider; Communications Office will supply images and any additional information.

Vision: A developmental people driven organization that serves its people

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

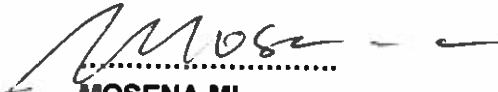
Evaluation Criteria

The bid will be evaluated based on:

- **Functionality**, bidders must achieve a minimum of 75% 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 75% will be disqualified from further evaluation.

Criteria	Weight	Applicable Value System
Experience on relevant projects	40 points	<i>Poor = 1</i>
- Attach at least (3) orders /proof of appointment referral letters		<i>Acceptable = 2</i>
- TOTAL	40 points	<i>Good = 3</i>
		<i>Very Good = 4</i>
		<i>Excellent = 5</i>

- **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 2001.
- Kindly direct all technical enquiries to **Ms 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 **07 March 2019 at 11:00**, clearly marked "**DESIGN, PRINTING AND DELIVERY OF THE ANNUAL REPORT**". No quotation will be accepted after the closing date.



MOSENA ML
MUNICIPAL MANAGER

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