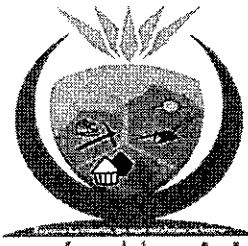


HEAD OFFICE

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



Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 433

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mr. Mabote NJ

Reference: 8/1/2 MM

14 October 2016

REQUEST FOR QUOTATION

Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD) for the Supply and Delivery of Diaries and Calendars per the below specification.

DIARIES

Specification as follows:

Five Hundred (500) diaries:

- Three Hundred (300) A4 Corporate Executive diaries + municipal foiling logo;
- Two Hundred (200) A5 Corporate diaries with municipal foiling logo;
- 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

Specification as follows:

One Thousand (1000) calendars:

- Eight hundred (800) A2 * 2016 Wall Calendars;
- Two hundred (200) A2 * 2016 Desk Writing pad/calendar;
- Calendars printed in full colour on hard paper;
- Graphic designing, content and photographs to be provided by communication unit.

The following documentation should be attached to quotations:

- The updated/recent central supplier database (CSD) summary report;
- An original or certified copy of valid B-BBEE certificate;
- A fully completed and signed declaration of interest form (downloadable from www.molemole.gov.za);
- Minimum of three (3) contactable references, samples of previous work done as well as proof of appointment. (Official order/Invoice).
- Fully completed and signed MBD 9 form (downloadable from www.molemole.gov.za)

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) Quotation must be on an official letterhead of the company;
- b) Price(s) quoted must be valid for at fourteen (14) days from the date of this offer;
- c) Price (s) must be firm and inclusive of VAT , if applicable;
- d) Incomplete quotations will be disqualified from further evaluation;
- e) Payment will be effected within 30 days of receipt of invoice;
- f) 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.

Kindly direct all technical enquiries to **Ms. Pholoba M** at **015 501 2321** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **25th October 2016** at **11:00**, clearly marked **"SUPPLY & DELIVERY OF DIARIES AND CALENDERS"**. No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.



MAKHURA NI
MUNICIPAL MANAGER

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