

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

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MOREBENG 0810
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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: **Ralephenya T.D**

Ref: MM: 002-2020/21

03 September 2020

REQUEST FOR QUOTATION

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

- 370 Pages, front and back cover 250g and full colour
- Insert on 128g paper in black and white
- Perfect Binding
- 200 A4 Booklets
- Final Booklet to be made available digitally as well
- All graphic work to be done by the appointed Service Provider; Communications Office will supply images and any additional information

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) 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]
- 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;
- 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.

Evaluation Criteria

The bid will be evaluated based on:

Vision: A developmental people driven organization that serves its people

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

- **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
Company Experience in Similar Projects ✓ Minimum of Four (4) appointment letters or purchase orders from the client with contactable references on Client's company letterhead AND samples 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>
TOTAL	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.

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 **10 September 2020 at 11:00**, clearly marked "DESIGN, PRINTING AND DELIVERY OF THE IDP REPORT BOOKLET" No quotation will be accepted after the closing date.


Mr. M.L. MOSENA
MUNICIPAL MANAGER
 Ref: MM: 002-2020/21

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