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**Molemole Municipality**

**MOREBENG BRANCH OFFICE**

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

**Enquiries: Ralephenya T.D**

**Reference: MM-003- 2021/22**

**14 June 2022**

**RE-ADVERT  
REQUEST FOR QUOTATION**

**Molemole Municipality is hereby inviting quotations from prospective service providers who are registered on the CSD for Design, Sepedi Translation, Printing, Supply and Delivery of 1500 Municipal Newsletters**

**Specification**

<b>Item Description</b>	<b>Quantity</b>
<b>Design, Sepedi Translation, Printing, Supply and Delivery of Municipal Newsletters.</b>	<b>1500</b>

**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) Valid Tax compliance status pin
- 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.***

**The following conditions will apply:**

- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- Payment will be effected within 30days of receipt of invoice.
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for preference as per PPPFA of 2000, BBBEEA of 2003 and Preferential Procurement Regulation of 2017.
- The Municipality is not bound to accept the lowest or any bid and reserve the right to not accept any quotation either wholly or a part thereof;

**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 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	Weights	Applicable values
Proof of <b>RELEVANT</b> experience in Design, Sepedi Translation, Printing, Supply and Delivery of Municipal Newsletters.	80	Poor = 1
Attach a copy of Accreditation Certificates from any Translator's Institute.		Average = 2
Attach a maximum of 04 Appointment letters/Orders only		Good = 3
<b>Total</b>		Very good = 4
	<b>80</b>	Excellent = 5

- **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 **Mrs Mashegoana M** at **015 501 2315** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Tender Box by the latest **21 June 2022 at 11:00**, clearly marked "**Supply and Delivery of Municipal Newsletters**" No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.



**Mr K.E MAKGATHO**  
**ACTING MUNICIPAL MANAGER**  
**REF: MM-003- 2021/22**

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