



Ditsobotla Local Municipality

P.O.BOX 7,LICHTENBURG, 2740

CNR DR NELSON MANDELA DRIVE

TRANSVAAL STREET, CIVIC CENTRE

Enquiries: Aobakwe Sekese

Tel : 018 633 3834

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

DESCRIPTION: SUPPLY AND DELIVERY BOOK REPAIR TAPE

QUOTE NO: DLM/SCM/34/2016

DATE PUBLISHED : 30 NOVEMBER 2016

CLOSING DATE : 07 DECEMBER 2016

CLOSING TIME : 12H00

SUBMISSION ADDRESS:

Tenders should be sealed in an envelope addressed to: The Municipal Manager, Ditsobotla Local Municipality, P.O. Box 7 Lichtenburg 2740 and marked with the applicable Bid number ,and deposited in the tender box placed at First Floor,OfficeNo.12before **12H00, 07 DECEMBER 2016**. Telegraphic, telephonic, facsimile, e-mail and late bids will not be accepted.

The following documents should be submitted with your quotation

- Valid Original Tax Clearance Certificate
- Business Registration Certificate
- Bank Confirmation Letter
- Copy of CSD Registration Summary Report
- Certified copy of BBB-EE Certificate or Original
- Municipal Account
- Proof of residence of all directors as they appear on the company registration certificate obtainable from local municipality or tribal authority
- Certified copies of identity documents(IDs)of directors/members
- NB copies of certified copies will not be accepted.
- All certified copies should not be more than three months from the date of the advertisement
- Company (Business) profile

The following conditions will apply:

- Price(s) quoted must be valid for a period of 30 days from the closing date of the quotation.
- Price(s) quoted must be inclusive of VAT (if registered)
- Quotation should be submitted with MBD 4,7,1,8 and 9 obtainable from Ground floor, Room 12
- The price quotation is expected to be within a threshold of R30 000 and R200 000 including VAT.
- Council is not bound to accept the lowest or any bids.
- No late/emailed/faxed bids will be accepted.
- Sealed quotation must be deposited at tender box

NB Failure to comply with these conditions may invalidate your offer.

SPECIFICATIONS FOR SUPPLY AND DELIVERY OF BOOK REPAIR

DESCRIPTIONS	QUANTITY
EM 165 mm Tail Tag/Book Label	30

FUNCTIONALITY

- The bidder should provide proof of previous deliveries/orders of related goods to a public entity and reputable institutions.
- Number of appointment letters or orders from previous clients
 - 5 and more 50
 - 4 40
 - 3 30
 - 2 20
 - 1 10
 - 0 0

Ability to deliver within the specified timeframe (Commitment letter)

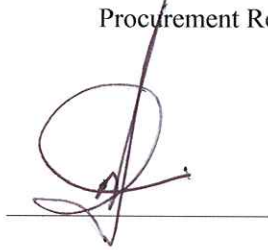
- Delivery within 30 days 50
- Delivery within 45 days 30
- Delivery within 60 days 20
- More than 60 days 0

NB Failure to deliver within specified days may result to a termination of contract

NB Bidders should have 60% or more to be evaluated further.

EVALUATION CRITERIA

- ✓ Bids will first be evaluated on returnable documents e.g. (tax clearance and proof of residence) failure to submit one of the shortlisted returnable documents will be disqualified.
- ✓ On functionality bidders must score 60% or more to be evaluated further on price and preferential points.
- ✓ 80/20 preferential points system will be used as specified on PPPFA 2000 and Preferential Procurement Regulations 2011

A handwritten signature in dark ink, consisting of a large, stylized 'J' and 'U' followed by a horizontal line and a small flourish.

MR M. JUTA

ACTING MUNICIPAL MANAGER