



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3
BULTFONTEIN
9670

Tel: 051 853 1111
Fax: 086 539 3183
E-mail: loapep@tswelopele.org

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
FWPQ 08 OF 2020/2021
DIARIES FOR CALENDAR YEAR 2021**

Formal written price quotations are hereby requested from competent and reputable service providers to provide:

- Diaries for 2021

Specifications as follows:

1. 15 x A4 Diaries with logo
2. 35 x A5 Diaries with logo
3. 15 x A5 Councillors customised diaries

All quotations must be faxed to 086 539 3183, or e-mailed at loapep@tswelopele.org not later than Tuesday, **08th of December 2020** before **12H00**.

The following terms and conditions shall apply:

1. Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.
2. Delivery to be made at Bultfontein Head Office.
3. Diaries for Councillors must be customised with a name of each Councillor, tswelopele logo, few pictures of the municipality which are on the website and the Council meeting schedule inside the diary.

4. Quotations will be evaluated in terms of the preferential Procurement Policy Framework Act using (80/20). Allocation will be 80 preference points for price and 20 preference Points for B-BBEE.
5. The Relevant MBD 4 forms **must** be completed and submitted with the quotation, which can be downloaded from the municipality's website www.tswelopele.gov.za
6. Bidders **must** submit a Valid Tax Clearance Certificate or an authorised PIN obtained at SARS.
7. Bidders are required to, together with their quotations submit a copy of a valid **B-BBEE certificate** to substantiate their B-BBEE rating claims. Exempted Micro Enterprise must submit a certificate issued by registered accounting officers with a practice number or a sword Affidavit.
- 8. Suppliers should be registered with Centralised Suppliers Database with National treasury and MAAA number must accompany a quotation.**
9. Prices on quotations must be valid for 30 (thirty) days from the closing date.
10. Non-adherence to any of the conditions may lead to your quotation not to be considered.
11. Council reserves the right to not make an appointment on an advertised request for quotation.
12. Tswelopele Local Municipality reserves the right to accept part of the quotation and does not bind itself to accept any lowest and/or any quotation.

SCM related enquires to be directed to Mrs. Puseletso Loape at 051 853 1111.

Municipal Manager
MRE Mogopodi
01-12-2020