



MOGALAKWENA MUNICIPALITY

ADVERTISEMENT

ADVERT DATE: 17 NOVEMBER 2020
CLOSING DATE: 24 NOVEMBER 2020
CLOSING TIME: 10H00

REQUEST TO SUBMIT QUOTATIONS NOTICE: 189 /2020

FINANCE DEPARTMENT: INCOME

The Mogalakwena Municipality hereby invites service provider to supply and deliver the following items.

SPECIFICATION FOR PRINTING AND MAILING OF MONTHLY STATEMENTS

ITEM NO.	DESCRIPTION	QUANTITY
1.	<p>PRINTING AND MAILING OF MONTHLY STATEMENTS FOR A PERIOD OF TWO MONTHS (STARTING FROM DECEMBER TO JANUARY 2021)</p> <p>Mogalakwena Municipality requires:</p> <ul style="list-style-type: none">• A comprehensive solution for the printing; mailing and SMS, of cost effective municipal accounts; and information letters for period of two months;• The printing and mailing of a monthly average of 35 000 accounts;• The accounts must be mailed within four days of receipt of the billing files from the municipality;• The accounts should be e-mailed to all customers with e-mail addresses;• Printing and mailing of Municipal accounts; SMS and information letters for a period of two (2) months;	35000

- The total amount of accounts will vary as and when the municipality deem it necessary; and
- The billing file must be transmitted in a File Transfer Protocol (FTP), format of which must be in accordance of the PoPi Act;

The detailed pricing schedule must include the following:

No	Description	Pricing Schedule (Rates)
1	Printing of statement	Rate per 1000 statements
2	Email of statement	Rate per 1000 statements
3	SMS per account	Rate per 1000 SMS
4	Website hosting per month	Rate per 1000 statements
5	View Link on website – per view	Unlimited view

The following conditions shall apply:

- Compliance to the type and metal thickness of the sample meter box must be submitted with the prospective bidder's proposal.
- Prospective Bidders should be registered on **Central Supplier Database (CSD)-attach summary report.**
- Quotations must be accompanied by:
 1. Valid Tax clearance certificate; (Tax compliance status pin issued should also be attached for new tax clearance certificate issued)
 2. Company registration certificate, CK1, CK2 etc.
 3. ID Copies of the shareholders
 4. B-BBEE status level certificate from an accredited agency, auditors or accountants/Sworn Affidavits
 5. MBD 1, MBD 4, MBD 6.1, MBD 6.2 and MBD 8 and MBD 9 forms obtainable on the Municipal website www.mogalakwena.gov.za and procurement office (stores).
 6. Latest municipal water and lights account or proof of residence
- Quotation which are submitted in the **wrong box, faxed, e-mailed** and **submitted after the closing time** will not be considered.
- Only quotations deposited in the tender box will be accepted.
- Exclusion of other items will cause a disqualification, all quotes must be prepared according to the specification
- Any alterations on the quotation must be initialed.
- Errors and/or omissions in technical specification of the offer, or the price calculations will disqualify your bid.
- No pricing option is allowed. Only one price for one brand must be supplied.
- Please indicate the brand which is quoted and that which will be delivered.
- Only locally produced or locally manufactured textiles, clothing, leather and footwear from local, raw material or input will be considered.
- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.
- SABS approved technical specification number SATS 1286:2011 will be used to calculate local content.
- All awards are subject to the user division confirming the sample.

- Only firm prices will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- Fixed prices must be valid for thirty (30) days.
- **VAT MUST BE LEVIED BY VAT REGISTERED SUPPLIERS ONLY.**
- Suppliers must be in a position to deliver within 14 days upon receipt of official order.
- Quotations will be evaluated on a 80/20 point system. Whereas 80 points will be for price and 20 for preference as per PPPFA 2000, BBBEEA 2003 and preferential procurement regulations 2011.
- **Quotation on company letterhead in sealed envelope written the notice number and/or description of service must be deposited in a quotation/notice box of Mogalakwena Municipality (Civic Center), 54 Retief Street, Mokopane, 0600 when all request for quotations will be opened in public in the old council chambers, on the ground floor.**

All technical and administrative queries regarding these specifications should be directed to Mr. A HURN: Income Section at 015 491 9674. Email address: hurna@mogalakwena.gov.za

BS GUNQISA
Municipal Manager
54 Retief Street
Mokopane
0600