

Bid No: SCM 51/2023/24

Supply Chain enquiries: 016 973 8742/44

Date: 24 April 2024

Request for formal Written Quotation

Kindly furnish Metsimaholo Local Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF PRESSURE SEAL PAYSLIPS ON AS AND WHEN REQUIRED BASIS.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **03 May 2024 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Submit quotation on a company letterhead.**
- **MBD 6.1** - must be completed and supporting documents be attached for points allocation.
- The potential bidder **should attach the sample of the payslip to be supplied.**

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for locality purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days, In a case of Municipal account being in a family members name, **ONLY MUNICIPAL Account** where the address of the Account matches the address on the company registration documents will be accepted) if not in arrears for more than 3 months, or **Lease agreement** where the bidder is the lessee or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

General Conditions are available on the Municipal website for your information.

Failure to comply with the above conditions may invalidate your offer.

Mr. F.J. Motloun
Municipal Manager

SUPPLY AND DELIVERY OF PRESSURE SEAL PAYSLIPS ON AS AND WHEN REQUIRED BASIS.

Product	-	Payslips
Quantity	-	1000 in a box

SPECIFICATIONS

Product Type	-	Confidential Pressure Seal Payslips
Size	-	A4 (21.0 x 29.7 cm)
Fold	-	V Fold
Seal type	-	Silicon machine self seal
Colour	-	Blue and White
Special Requirements	-	High resolution Metsimaholo Logo to be printed with a colour water mark on the inside of the non-visible part of the payslip when folded.

RETURNABLES

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Submit quotation on a company letterhead.**
- **MBD 6.1** - must be completed and supporting documents be attached for points allocation.
- The potential bidder **should attach the sample of the payslip to be supplied.**