

Bid No: SCM 71/2024/25

Supply Chain enquiries: 016 973 8740/44

Date: 27th of May 2025

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 TRAFFIC AND BY-LAW BOOKS 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 company and must be delivered not later than the **4th of JUNE 2025 before 11H00AM** in the tender box located at Metsimaholo Local Municipality, First 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**.
- **Service provider** must submit **municipal rates and taxes statement on the company name that** is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.

Please take note that the quotation must be valid for 60 days.

**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 this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document 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

SPECIFICATIONS

DESCRIPTION	SPECIFICATIONS	ESTIMATED QUANTITIES
Section 56 Speed Notice Books	○ A4 ○ 25 Pages (25 serial numbers) ○ Hard cover ○ Triplicate ○ First 2 copies must be perforated ○ The first (offenders copy) must be white as per attachment - Perforated ○ Second copy must be watermarked with the wording "BEHEERSTUK/CONTROL DOCUMENT" (As per attached copy) - Perforated ○ Third copy must be red and white (as per attached copy) – Not perforated. ○ Part H – P.O Box details must be replaced with the email address of the traffic department traffic@metsimaholo.gov.za) ○ The last notice number we have is 55/57075/957/115162 so the notice numbers must be a continuation	250
By- Law Warning Books	○ A4 ○ Duplicated ○ Original/offenders copy – white & perforated ○ Second copy – yellow & not perforated	150

	○ Metsimaholo municipality logo – top right corner ○ Below logo on the left – the municipal contact details ○ Information to be included, as per attached copy ○ Must have serial numbers ○ Manager details to be removed at place of signature, and only to include “manager public safety, fire & disaster management”	
Receipt for impoundment of goods	○ A4 ○ Duplicated ○ Original/offenders copy – white & perforated ○ Second copy – yellow & not perforated ○ Metsimaholo municipality logo – top right corner ○ Below the logo on the left – address details as per attached copy, fax details to be replaced with traffic departments email address traffic.metsimaholo@gmail.com ○ “Receipt for impounded/confiscated goods” ○ Details to be included on receipt – as per attached copy ○ Must have serial numbers	150
Section 56 General Books	1.327 mm x 210 mm, 2.3 Part, NCR,25 set per books 3.and numbered.	1 Per Book
Annexure books	1.2 Part, set books	1 Per Book

	2.And numbered 3.Need to be confirmed	
Vehicle Impound form	1.2 Part 2.A4 Size 3.Start number and End number Traffic Departments Email Address Traffic.Metsimaholo@Gmail.Com	1 Per form
Section 341 books	1.323mm x 108 mm, 2.3 Part, NCR, set per books and 3.Numbered. NB: The starting number and the sample should be communicated before the printing. Colour pages	1 Per Book

CR (Carbonized paper) must be used for the above-mentioned books.

Timelines

- The successful bidder is expected to deliver the required products within **07 (seven) days** from the date the successful bidder receives the appointment letter or the formal order which ever may be readily available first.