MOHOKARE
LOCAL MUNICIPALITY

P. O. Box 20, Zastron, 9950
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REQUEST FOR QUOTATIONS

SUPPLY AND DELIVERY OF BOOKS

SCM CONTACT PERSON:	Mr. P.G Lesenyeho
TELEPHONE NUMBER:	(051) 673-9600/ 061 267 1582
E-MAIL ADDRESS:	Pulelesenyeho65@gmail.com
TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Mr. T. Mokhanya Corporate Sevices Thabza238@gmail.com (051) 673 9600/069 912 8324
SUBMISSIONS:	Sealed quotations clearly marked, **"SCM/MOH/35/RFQ/2026 SUPPLY AND DELIVERY OF BOOKS"** can be submitted: By hand or courier to: Mohokare Local Municipality Hoofd Street Zastron 9950 Bid documents must reach the Municipal Tender Box before the Closing date and time.
REFERENCE NUMBER:	SCM/MOH/35/RFQ/2026
BID VALIDITY PERIOD:	120 days (Commencing from the RFQ closing date)
ADVERTISEMENT DATE:	30/10/2026
CLOSING DATE:	06/11/2026
CLOSING TIME:	16:30
COMPULSORY SITE MEETING :	None

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000

This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2022 It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: www.treasury.gov).

NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY AND SUFFICIENT PROOF TO CLAIM POINTS FOR SPECIFIC GOALS TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVE MENTIONED REGULATION.

Scope Of Work

SUPPLY AND DELIVERY OF BOOKS

Description	Quantity
Local Government Library 2026 edition	35
Labour Relations Act 66 of 1995 & CCMA Related Material 4ed	20
A5 Diaries of 2027 branded Mohokare logo	20
Delivery	1

The following conditions will apply:

- The price quoted must be market related and must be inclusive of VAT where applicable.
- Quotations must be submitted on your company official documentation with letterhead alternatively signed and stamped
- Attach proof that the supplier meets the criteria of specific goals listed below to qualify for point
- Attach CSD report not older than three months.
- Only an official order and appointment letter will bind the municipality.
- Price must be valid for 120 days

Attach and complete following documents obtainable from the municipal website

- MBD4 (Declaration of Interest)
- MBD6.1(Preference points claim form in terms of the Preferential Procurement Regulations 2022)
- MBD8 (Declaration of Bidder's Past Supply Chain Management Practices)
- MBD9 (Certificate of Independent Bid Determination)

NB: The following shall not be considered: -

(a) Quotations received after the closing date and time determined here-in.
(b) Quotations of which the envelopes have not been duly marked for identification.
(c) Telegraphic, e-mailed, faxed and telephonic tenders or those completed in pencil.
(d) Tenders listed in the National Treasury's register of defaulters

Evaluation Criteria

No Functionality criteria will be applicable.
The final evaluation will be done in terms of the Mohokare Preferential Procurement Policy
which states 80 for price and the remaining 20 for Specific goals.

Evaluation Criteria for Specific goals

Black owned	Number of Points for Preference (80/20
100%	10
51% and above but less than 100 %	8
less than 51%	6
not black owned	4

Share Holding Certificate to be obtained as evidence

Local area of supplier	Number of Points Preference (80/20)
Within the boundaries of the Mohokare local municipality	10
Within the boundaries of Xhariep District	6
Within the boundaries of the Free State	4
Outside of the boundaries of the Free State	2

Municipal Account or Lease Agreement of Company to be obtained as proof.

There will be **no public opening** of the bids received and there will be no discussions with any bidder until evaluation of the bid has been completed.

Vendors Registration:

It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

No Orders may be issued if a Supplier is not registered on CSD.

NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."

***NB**: No quotations will be considered from persons in the service of the state*

**MSCM Regulations: "in the service of the state" means to be –*
(a) a member of –
(i) any municipal council
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature

Yours Faithfully

Mr. T. Lebete
Acting Chief Financial Officer

Mr. T.L Mkhwane
Acting Municipal Manager

MUNICIPALITY / MUNISIPALITEIT
30 -10- 2026
MOHOKARE