



Ref: Maropeng Mokhatla (SCM)

Tel: (011) 951-2541/2014/16

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)
(For publication on Mogale City Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the goods listed hereunder:

RFQ: ES 01/2012
QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR DESIGN, LAYOUT AND PRODUCTION OF TOURISM DVD FOR MOGALE CITY LOCAL MUNICIPALITY.

Advertising date: Tuesday 30 August 2011

Closing date and time: Thursday 8 September 2011 @ 11:00

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM
Civic Centre
Corner Market & Commissioner Streets, Krugersdorp
Upper Level West Wing
Tender Box 1

The following conditions will apply:

- Quotation documents can be downloaded from the website www.mogalecity.gov.za or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, Krugersdorp.
 - The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
 - To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
 - No late quotations delivered after the official closing date and time will be accepted.
 - Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
 - **Price(s) quoted must be firm and must be inclusive of VAT.**
 - A firm delivery period must be indicated.
 - A valid, original tax clearance certificate must be attached.
 - This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the following forms need to be completed and submitted:
 - **MBD 4: Declaration of interest;**
 - **MBD 6.1: HDI preference points (7 points);**
 - **MBD 6.3: Promotion of SMME's (3 points)**
 - **MBD 6.11: Preference points to Mogale based companies (10 points)**
 - **MBD 8: Declaration of bidders past supply chain management practices**
 - **MBD 9: Certificate of independent bid determination.**
- If the MBD forms are not completed & submitted, your quotation will be rejected.
- No quotation will be considered from persons in service of the state (MDB 4)
 - **Electronic (e-mailed or faxed) quotations are not accepted.**

**MOGALE CITY LOCAL MUNICIPALITY
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the goods and/or services listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated

RFQ NUMBER:	Q – ES 01/2012 For the design, layout and production of a Tourism DVD for Mogale City Local Municipality.
ADVERTISING DATE:	Tuesday 30 August 2011
DEPARTMENT:	Economic Services – Enterprise Development
DESCRIPTION OF SERVICES	<p>SCOPE OF WORK</p> <p>BACKGROUND</p> <p>Mogale City Local Municipality invites quotations for the design, layout and production of a tourism DVD that will provide greater experiential link between tourism products and the viewers. The aim of the DVD is to package local key tourism products offerings that will enable us to promote Mogale City as preferred tourism destination.</p> <p>Tourism is much about the experience, and it is the experience that creates the all-important emotional connection. The DVD will provide an opportunity to create an emotional connection for the audience, and this will form the crux of a successful marketing strategy.</p> <p>The DVD will also be available on the MCLM website tourism link and will be distributed during the tourism exhibitions, events, Tourism Road-shows, exhibitions, domestic and International trips and content of gifts pack.</p> <p>SCOPE OF WORK</p> <p>MCLM will provide tourism offerings to be packaged in the DVD which will include the following:</p> <ul style="list-style-type: none"> • Accommodation facilities (B&B, hotels and lodges) • Leisure and recreation facilities (adventure, shopping, entertainment, casino) • Tour Operators • Tourist attractions (heritage sites, parks, game viewing, etc) • Life style (township tours, shebeens, local cultures)

MCLM, through the Head of Enterprise Development, receives proof and approves the design, layout, and signing off of the final copy of DVD before production.

PROJECT SPECIFICATIONS

- The DVD recording of the Mogale City Tourism attractions
- The duration of the DVD is 10 Minutes
- Design and layout of the DVD
- Editing of the DVD
- Voice Over
- Printing of (thousand) 1000 Mogale City branded DVD Copies

<p>EVALUATION CRITERIA</p>	<p><u>TECHNICAL EVALUATION CRITERIA</u></p> <p>The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <ul style="list-style-type: none"> • 80 points Price <p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for specific goals and / or for achieving the prescribed Reconstruction and Development Programme (RDP)</p> <p>The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 12 points is not scored for functionality, the quotation will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will further be evaluated and will not influence the points scored on Price.</p> <table border="1" data-bbox="320 871 1414 1240"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Weight</th> <th>Minimum Score</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Previous experience and expertise in executing similar projects,</td> <td>10</td> <td></td> </tr> <tr> <td>2.</td> <td>Available resources and equipment available to execute this project</td> <td>10</td> <td></td> </tr> <tr> <td></td> <td>TOTAL</td> <td>20</td> <td>12</td> </tr> </tbody> </table> <p>If any criterion is rated zero points, the tenderer will be rejected, even if the required 12 out of 20 points are achieved.</p>	No.	Description	Weight	Minimum Score	1.	Previous experience and expertise in executing similar projects,	10		2.	Available resources and equipment available to execute this project	10			TOTAL	20	12
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1.	Previous experience and expertise in executing similar projects,	10															
2.	Available resources and equipment available to execute this project	10															
	TOTAL	20	12														
<p>OTHER DOCUMENTS REQUIRED:</p>	<ul style="list-style-type: none"> • 20 Preference points: <ul style="list-style-type: none"> ○ HDI (Historically Disadvantaged) (MBD 6.1) 4 points ○ Female Equity (MBD 6.1) 2 points ○ Disabled ownership (MBD 6.1) 1 point ○ Promotion of SMME's (MBD 6.3) 3 points ○ Mogale Based companies (MBD 6.11) 10 points • Original, valid tax clearance certificate • Company registration documents • Copies of ID's of shareholders • Completed MBD 4, MBD 6.1, MBD 6.3, MBD 6.11, MBD 8 and MBD 9 • Copy of latest municipal account • Price schedule (fixed prices including Vat) 																
<p>DELIVERY PERIOD</p>	<p>Delivery period after date of official order will bedays / weeks.</p>																

CLOSING DATE AND TIME:	Thursday 8 September 2011 at 11h00
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Mr Kholo Ratlapane at (011) 951 2482 / 073 707 2031

Conditions:

- All prices quoted must be **VAT inclusive**
- All prices submitted must be fixed for the period of the quotation
- All prices quoted must be valid for thirty (30) days
- No tipp-ex or correction fluid may be used on the quotation document
- Quotations completed in pencil or any erasable pen will be regarded as invalid.

NAME OF THE BIDDER: CONTACT PERSON:

TEL/ CELL NO: FAX NO:

ES 01/2012

PRICING SCHEDULE

NAME OF BIDDER.....

TENDER NO: ES 01/2012

CLOSING DATE: Thursday 8 September 2011

CLOSING TIME:11:00

ITEM NO.	UNIT PRICE (Including VAT)	PRICE PER UNIT	TOTAL OF 1000 UNITS	Delivery Period
1.	Layout, design, production and printing of branded Tourism DVD in paper casing			

Signature

Date

