



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 services listed hereunder:

RFQ: SS (T&S) 05/2011

QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF SERVERS FOR THE TRAFFIC SECTION TO SERVE SECTION 54 SUMMONSES FOR MOGALE CITY LOCAL MUNICIPALITY ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF TWO (2) YEARS.

Advertising date: Wednesday 02 March 2011

Closing date and time: Friday 11 March 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 – SS(T&S) 05/2011 Appointment of servers to serve section 54 summonses for Mogale city local municipality
ADVERTISING DATE:	Wednesday 02 March 2011
DEPARTMENT:	Social services department
	<p><u>SCOPE OF WORK</u></p> <p>Serving of Section 54 summonses at the alleged offender’s physical work or home address. Summonses can be served personally or non - personally provided that these are served to a person of 16 years or older. A return of service form must be completed by the server and be signed by both the server and alleged offender with a date.</p> <p><u>PROJECT SPECIFICATION</u></p> <p>The bidder must ensure that he /she:</p> <ul style="list-style-type: none"> • Has no criminal record • Has his/her own transport • He / she is willing to work flexible time • Previous experience of serving of summonses • Preference of servers staying in Mogale City • Must be willing to be re-in burse with the following: <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> ❖ R60.00 for a personal serving ❖ R40.00 for a non-personal serving ❖ No payment will be made for attempts to serve a summons <p>Please sign for the abovementioned tariffs to indicate agreement thereof:</p> <p align="right">Signature:.....</p> </div>

<p>EVALUATION CRITERIA</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) goals.</p> <p><u>TECHNICAL EVALUATION CRITERIA</u></p> <p>The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum point of 15 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 be further be evaluated and will not influence points scored on price.</p> <table border="1" data-bbox="400 936 1503 1305"> <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 for serving summonses or similar projects,</td> <td>10</td> <td></td> </tr> <tr> <td>2.</td> <td>Available resources including own transport and equipment available to execute project.</td> <td>10</td> <td></td> </tr> <tr> <td>3.</td> <td>Willingness to work over or flexible time (around the clock.)</td> <td>10</td> <td></td> </tr> <tr> <td></td> <td>TOTAL</td> <td>30</td> <td>15</td> </tr> </tbody> </table> <p>For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned.</p> <p>20 Preference points:</p> <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 	No.	Description	Weight	Minimum Score	1.	Previous experience for serving summonses or similar projects,	10		2.	Available resources including own transport and equipment available to execute project.	10		3.	Willingness to work over or flexible time (around the clock.)	10			TOTAL	30	15
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3.	Willingness to work over or flexible time (around the clock.)	10																			
	TOTAL	30	15																		
<p>OTHER DOCUMENTS REQUIRED:</p>	<ul style="list-style-type: none"> • 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) 																				

PRICE	Price is fixed
CLOSING DATE AND TIME:	Friday 11 March 2011 @ 11:00
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Marietjie steyn at (011) 951-2253 / 083 764 8905 at Social Services or e-mail marietjies@mogalecity.gov.za

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.
- If the pricing schedule is not signed the quotation will not be considered.
- Late and incomplete submissions will invalidate the quotation submitted.

NAME OF THE BIDDER: CONTACT PERSON:

TEL/ CELL NO: FAX NO:

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SIGNATURE DATE