



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: I (W&S) 19/2011**

**QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED SERVICE PROVIDER/S FOR CALIBRATION OF SPECIALIZED ANALYTICAL EQUIPMENT AT WATER LABORATORY, ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS.**

**Advertising date: Tuesday 1 February 2011**

**Closing date and time: Thursday 10 February 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

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**The following conditions will apply:**

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- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://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

<b>RFQ NUMBER:</b>	Q - I(W&S)19/2011 Appointment of service provider/s for Calibration of Specialized analytical equipment at water laboratory.
<b>ADVERTISING DATE:</b>	Tuesday 1 February 2011
<b>DEPARTMENT:</b>	Infrastructure: Waste Water Care Works
<b>DESCRIPTION OF SERVICES</b>	<p><b>1. SCOPE</b></p> <p>The Scientific Services Section is experiencing real challenges when it comes to the maintenance and servicing of their specialized equipment. Some of the equipment is mounted to taps and / or wall and therefore it is not possible to send it to various service providers to obtain quotes for servicing or repairs. The maintenance of equipment plays an important role in the accuracy of water quality analyses and which may negatively affect the performance of water quality compliance.</p> <p>Current legislation is enforcing more frequent water quality testing to ensure that good water quality is supplied to the community as well as to comply to environmental legislations. As Accuracy of water/wastewater quality analyses plays an important role, therefore specialized equipment needs to be serviced, maintained and calibrated on a regular basis.</p> <p><b>2. SPECIFICATION</b></p> <p>The following specialized analytical laboratory equipment will be needed to be calibrated on an annual or 6 months basis or as and when required:</p> <ol style="list-style-type: none"> <li>1. SQ 118 photometer</li> <li>2. Eppendorf multipette</li> <li>3. Brand Liquid Handling Digital Transferpette</li> <li>4. Mettler-Toledo DL 50 automatic titrator's, Rondolino automated sampler and burettes (10ml)</li> <li>5. Hirschman Pipette Controller</li> <li>6. Induscor Compressor for AA</li> <li>7. Digital Burette (Brand &amp; Hirschman)</li> </ol>

### **3. SPECIAL CONDITIONS**

1. Assumption can be made that all specialized equipment are in a good, working condition.
2. Only original spare parts to be used and quoted on.
3. The service agent should ensure the orderly and timeously performance of the maintenance work including the installation of faultless spare parts.
4. A full specification should be given on the suspected faults on the instruments to the service provider.
5. A full report should be provided of the work done during the calibration by the service provider.
6. Proof should be provided that above specialized equipment will be serviced by / at an authorized service agent.
7. Period for guarantee be provided, should the instrument still be faulty
8. In terms of SQ 118 photometer:
  - a.) Price for certificate of accuracy be included
9. In terms of Eppendorf multipette:
  - a.) Price for certificate of accuracy be included
10. In terms of Brand liquid handling digital transferpette:
  - a.) Price for certificate of accuracy be included
11. In terms of Mettler-Toledo DL 50 automatic titrator, Rondolino automated sampler and burettes (10 ml):
  - a.) Price for certificate of accuracy be included

<p><b>EVALUATION CRITERIA</b></p>	<p><b><u>EVALUATION CRITERIA</u></b></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"> <li>• 80 points Price</li> </ul> <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> <ul style="list-style-type: none"> <li>• 80 points Price <ul style="list-style-type: none"> <li>○ Plant and equipment available to successfully execute this contract (10) points</li> <li>○ Staffing profile and level of expertise and qualifications of staff To be utilized for this project (5 points)</li> <li>○ Previous experience in this field as well as references (5 points)</li> </ul> </li> </ul>
<p><b>OTHER DOCUMENTS REQUIRED:</b></p>	<ul style="list-style-type: none"> <li>• 20 Preference points: <ul style="list-style-type: none"> <li>○ HDI (Historically Disadvantaged) (MBD 6.1) 5 points</li> <li>○ Female Equity (MBD 6.1) 1 point</li> <li>○ Disabled ownership (MBD 6.1) 1 point</li> <li>○ Promotion of SMME's (MBD 6.3) 3 points</li> <li>○ Mogale Based companies (MBD 6.11) 10 points</li> </ul> </li> </ul>
<p><b>PRICING</b></p>	<p>The amount will not exceed two hundred thousand rand (R200 000.00) in a period of three (3) year</p>
<p><b>CLOSING DATE AND TIME:</b></p>	<p>Thursday 10 February 2011 at 11h00</p>

<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	R Britz 082 828 6785 at Infrastructure: Water & Sanitation <a href="mailto:Rethab@mogalecity.gov.za">Rethab@mogalecity.gov.za</a>

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.

**PRICING SCHEDULE**

No	Calibration of: (equipment listed)	Type of service (eg minor, major, preventative, cleaning, etc) and spare parts to be replaced if needed	Standard charge for calibration on equipment (inclusive of labour hours, calibration certificates, spares and VAT) (excl travel costs)	Appro- ximate time spend for a standard calibra- tion (h)	Guaran- tee period on calibra- tion of instru- ment	Travel (R/km)	Labour for work not included for standard calibration (R/hour) (VAT incl)
1	SQ 118 photometer						
2	Eppendorf multipette						
3	Brand Liquid Handling Digital Transferpette						
4	Mettler-Toledo DL 50 automatic titrator's, Rondolino automated sampler and burettes (10ml)						
5	Hirschman Pipette Controller						

6	Induscor Compressor for AA						
7	Digital Burette (Brand & Hirschman)						

PLEASE INDICATE ESCALATION APPLICABLE (IF APPLICABLE) FOR YEAR 2 AND 3 .....

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NAME OF THE BIDDER: .....

CONTACT PERSON:.....

TEL/ CELL NO: .....

FAX NO: .....

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SIGNATURE

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DATE