



Ref; Maropeng Mokhatla (SCM)
(011) 951 - 2541

Tiro Mohlakoleng (Marketing & Communication)
(011) 951 - 2334/082 300 1871

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

(Over R30 000.00 up to a transaction value of R200 000.00 VAT included)

Kindly furnish Mogale City Local Municipality with a written quotation for the supply of the following goods/services: **Q –C&M 01/2008.**

QUOTATIONS ARE HEREBY INVITED FOR THE VIDEO RECORDING, TRANSMISSION TO SCREENS AND PACKAGING OF VIDEO IN DVD FOR THE FORTHCOMING STATE OF THE CITY ADDRESS 2008.

Closing date and time: **WEDNESDAY 05 MARCH 2008 @ 12:00**

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The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than the date and time as indicated on the attached schedule to:

**Mogale City Local Municipality
Civic Centre
Corner Market & Commissioner Streets, Krugersdorp
Upper Level West Wing – Reception Desk Electricity Sub-Directorate
Tender Box 1
Fax number: 0866548618**

The following conditions will apply:

- Quotation documents available from website www.mogalecity.gov.za or from the Supply Chain Management Section (Tumi Ramatsie) at (011) 951-2541, Finance Dept, Civic Centre, Krugersdorp.
- 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 **enclosed forms:**
 - **MBD 2: Tax clearance certificate;**
 - **MBD 4: Declaration of interest;**
 - **MBD 6.1: HDI preference points (10);**
 - **MBD 6.3: Preference points for SMME's (5) &**
 - **MBD 6.11: Preference points to Mogale based companies (5)**must be scrutinized, completed and submitted together with your quotation.
IF THE MBD FORMS ARE NOT COMPLETED AND SUBMITTED WITH THE QUOTATION, THE TENDERER WILL FORFEIT THE 20 POINTS ALLOCATED IN TERMS OF THESE SPECIFIC GOALS
- The successful provider will be the one scoring the highest points.

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

Failure to comply with these conditions may invalidate your offer.

The person to be contacted for further information is Tiro Mohlakoleng at (011) 951 -2334, Cell 082 300 1871 at the Sub-Directorate Marketing and Communication, Civic Centre.

The request for quotations is to be advertised from the **26 February 2008 to 05 March 2008 and the closing date to be 05 March 2008 at 12H00.**

Yours faithfully

SPECIALIST: PROCUREMENT

PREVIOUS EXPERIENCE

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work).

Description	Value (R, VAT excluded)	Year(s) executed	Reference		
			Name	Organisation	Tel no

INFRASTRUCTURE AND RESOURCES AVAILABLE TO EXECUTE THIS PROJECT

Please attach a list of all infrastructure and resources available to execute this project.

1.1 Staffing Profile

Provide information on key staff you intend utilizing on this contract, should it be awarded to you.

Name	Position in your organization	Qualifications	Experience	HDI status (Y/N)

1.2 Infrastructure and resources available to execute this contract

- *Physical facilities*

Description	Address	Area (m ²)

Plant and equipment

Provide information on plant and equipment that you have available for this project attach details if the space provide is not enough)

Description : Plant and equipment owned (or to be rented)	Number of units

2. AUTHORITY FOR SIGNATORY

Signatories for close corporations and companies shall confirm their authority **by attaching to this form** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

"By resolution of the board of directors passed on _____ 20 ____

Mr _____

has been duly authorised to sign all documents in connection with the Tender for

Contract _____ No _____

and any Contract, which may arise there from on behalf of

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

AS WITNESSES:

.....1.....

2.....

3. I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.

- (ii) The Equity ownership claimed is in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
 - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

WITNESSESS

1.

.....

SIGNATURE (S) OF BIDDER (S)

DATE.....

ADDRESS:.....

MOGALE CITY LOCAL MUNICIPALITY

TECHNICAL SPECIFICATIONS

QUOTATION C&M 01/2008: REQUEST FOR THE SUPPLY AND DELIVERY OF VIDEO RECORDING, TRANSMISSION OF SCREENS AND PACKAGING OF VIDEO IN DVD FORMAT FOR THE FORTHCOMING STATE OF THE CITY ADDRESS 2008.

BACKGROUND

The Executive Mayor of Mogale City Local Municipality will be delivering the State of City Address on the 4th April 2008. The Municipality however wishes to capture the event on a DVD and to erect a big screen for public viewing at Coronation Park i.e. a nearby park in our CBD. Additional, through use of indoor screens the municipality wishes to broadcast the event inside two halls within the municipal building.

SPECIFICATIONS

- 1. Format : DVD**
- 2. 4 Screens:** (1 screen for the main hall): (2 indoor screens for nearby hall approximately 5000 meters away from the main hall) and (1 big screen – elevated for the live transmissions in a nearby park approximately 2 kilometers from the main hall)
- 3. Duration for outdoor screening** is approximately **two hours** i.e. when the mayor delivers speech (16h00 -18h00)
- 4. Should capture formal and social sessions on video (DVD) from 16h00 -20h30.**
- 5. 10 DVD copies of final product.**

Note that the (outdoor) screen we wish to erect at the Coronation park is for public viewing therefore it should be an **elevated outdoor big screen** and will only be used for the formal session i.e when the Mayor delivers the speech. However, the final video in a DVD format will capture both the formal and social stages (lunch) of the event.

PRICE SCHEDULE

Q – C & M 01/2008: THE SUPPLY AND DELIVERY OF THE VIDEO RECORDING, TRANSMISSION TO SCREENS AND PACKAGING OF VIDEO IN DVD FORMAT FOR THE FORTHCOMING STATE OF THE CITY ADDRESS 2008.

SPECIFICATIONS	Price per Item	Total Price
Capture formal and social sessions on DVD		
1 x screen for the main hall		
2 x indoor screens for nearby hall approximately 500 meters away from the main hall		
1 big screen (elevated) for live transmissions in a nearby park approximately 2 kilometers from the main hall		
10 x DVD copies of the final product		
Any other cost (please specify)		
	14% VAT	
	Total Amount	
