



Ref: Maropeng Mokhatla (SCM)
Tel: (011) 951-2541/2511

Fax: (011) 951 2433
maropengm@mogalecity.gov.za

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: MM (PMU) 01/2010
QUOTATIONS ARE INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF
SELECTED CORPORATE GIFTS FOR PROJECT MANAGEMENT OFFICE.

Advertising date: Friday 30 October 2009

Closing date and time: Monday 09 November 2009 @ 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**
- 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)

**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. Late and incomplete submissions will invalidate the quotation submitted.

RFQ NUMBER:	MM (PMU) 01/2010		
ADVERTISING DATE:	30 October 2009		
DEPARTMENT:	Project Management Unit		
DESCRIPTION OF GOODS/SERVICES	ITEM	DESCRIPTION	QUANTITY
	Ball Pen and Pencil Set with presentation box (or similar)	Barrel: stainless steel and wire clip, tip & trim: Polished chrome pen, pencil with 0.7mm lead	1
	Gift Set (Including Genuine leather travel wallet, Pen and Pencil) with presentation box	Travel wallet: Genuine leather. Pen and Barrel: brass wrapped in genuine leather.	1
	Ball Pen and Rollerball set with presentation box	Barrel: brass with gloss, lacquered coating clip & tip: polished chrome with black German ink	1
	Ladies Laptop Bag	16A Waterproof canvas + PVC trim 43(w) x 11 (d) x 32 (h)	1
	Leather Trolley Bag	Genuine nappa leather 42(w) x 19 (d) x 37 (h) Embossed with MIG logo	1
	Latitude Trolley Bag	Trolley Bag with telescopic handle 27 (w) x 20 (d) x 45 (h) Engraved with MIG logo on domed sticker	1
	Salad Set	Round pewter bowl with salad spoon and fork	1
	Slazenger 3 in 1 Jacket	Fabric of 70% cotton and 30% nylon / lining of 100% polyester / inner jacket of 100% polyester fleece / outer jacket: detachable hood inside collar / chin cover / front pockets with zipper / chest pocket with zipper / reflective piping on sleeves, cuffs with elastic and adjustable Velcro closure.	1
	V Neck Windbreaker	Fabric of 100% polyester microfiber full dull with a/c clear coating. Lining of 100% polyester mesh. 1 x	1

		1 rib collar, cuffs and bottom with contrast coloured tipping. Metal eyelets at arm pit. Pockets in side seam	
	Deluxe Cufflink set in gift box	Round cufflink engraved with MIG logo	1
DELIVERY ADDRESS:	Project Management Office Cnr Market & Commissioner Street Civic Centre Krugersdorp Office hours: 7:30 to 16:00 weekdays		
EVALUATION CRITERIA:	The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act. <ul style="list-style-type: none"> • 70 points price • 10 points functionality <ul style="list-style-type: none"> ○ Infrastructure, plant and equipment available to successfully execute this contract (3 points); ○ Staffing profile and level of expertise and qualifications of staff to be utilized for this project (3 points); ○ Previous experience in this field as well as references (3 points). ○ Delivery period/lead time (1 point) <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. A bidder that scores less than 5 points in respect of functionality will be disqualified.</p> <ul style="list-style-type: none"> • 20 Preference points: <ul style="list-style-type: none"> ○ HDI (Historically Disadvantaged) (MBD 6.1) 5 ○ Female Equity (MBD 6.1) 1 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 		
OTHER DOCUMENTS REQUIRED:	<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 and MBD 8 • Copy of latest municipal account • CIDB Registration (if construction related) • Price schedule (fixed prices including Vat) 		
CLOSING DATE AND TIME:	09 November 2009		

SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Mr. Henk Spamer at 011-951-2002/2048 e-mail address: mig@mogalecity.gov.za

Price Schedule

ITEM	DESCRIPTION	QUANTITY	Price Including Vat
Ball Pen and Pencil Set with presentation box	Barrel: stainless steel and wire clip, tip & trim: Polished chrome pen, pencil with 0.7mm lead	1	
Gift Set (Including Genuine leather travel wallet, Pen and Pencil) with presentation box	Travel wallet: Genuine leather. Pen and Barrel: brass wrapped in genuine leather.	1	
Ball Pen and Rollerball set with presentation box	Barrel: brass with gloss, lacquered coating clip & tip: polished chrome with black German ink	1	
Ladies Laptop Bag	16A Waterproof canvas + PVC trim 43(w) x 11 (d) x 32 (h)	1	
Leather Trolley Bag	Genuine nappa leather 42(w) x 19 (d) x 37 (h) Embossed with MIG logo	1	
Latitude Trolley Bag)	Trolley Bag with telescopic handle 27 (w) x 20 (d) x 45 (h) Engraved with MIG logo on domed sticker	1	
Salad Set	Round pewter bowl with salad spoon and fork	1	
Slazenger 3 in 1 Jacket	Fabric of 70% cotton and 30% nylon / lining of 100% polyester / inner jacket of 100% polyester fleece / outer jacket: detachable hood inside collar / chin cover / front pockets with zipper / chest pocket with zipper / reflective piping on sleeves, cuffs with elastic and adjustable Velcro closure.	1	
V Neck Windbreaker	Fabric of 100% polyester microfiber full dull with a/c clear coating. Lining of 100% polyester mesh. 1 x 1	1	

	rib collar, cuffs and bottom with contrast coloured tipping. Metal eyelets at arm pit. Pockets in side seam		
Deluxe Cufflink set in gift box	Round cufflink engraved with MIG logo	1	
		Total Amount Inc Vat	

Delivery period from date of official order _____

Conditions:

- All prices quoted must be inclusive of VAT.
- All prices submitted must be fixed prices for the period of the quotation.
- Prices quoted must include delivery charges and goods must be delivered to the main Stores in Chamdor.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.

SIGNATURE OF BIDDER

CAPACITY OF BIDDER