



Ref: Maropeng Mokhatla (SCM)
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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/services listed hereunder:

RFQ: COO 06/2010
PROPOSALS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE DESIGN, LAYOUT, PRODUCTION AND ASSEMBLING OF MARKETING MATERIAL FOR AN EXHIBITION AT THE INSTITUTE FOR LOCAL GOVERNMENT MANAGEMENT (ILGM) CONFERENCE FOR MOGALE CITY LOCAL MUNICIPALITY.

Advertising date: Monday 19 October 2009
Closing date and time: Wednesday 28 October 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:	COO 06/2010
ADVERTISING DATE:	19 October 2009
DEPARTMENT:	Chief Operations Officer
DESCRIPTION OF SERVICES	<p>Proposals are hereby invited from experienced service providers for the design, layout, production and assembling of marketing material for an exhibition at the ILGM Conference for Mogale City Local Municipality.</p> <p>The service provider for the design, layout, production and assembling of marketing material for an exhibition at the iLGM Conference for Mogale City Local Municipality will do the work and deliver marketing material suitable for exhibition marketing. These may include brochures, corporate gifts including t-shirts and caps, leaflets, brand blow-ups, video material and related equipment. All the material will be done on a proposal-approval basis between the Marketing section of the municipality and the service provider.</p> <p>Mogale City Local Municipality will not provide reimbursement for any expenses incurred by companies responding this quotation, including the costs of preparing the response or providing any additional information as may be required.</p> <p>All material submitted in response to this, will be become the sole property of the Municipality.</p> <p>APPOINTMENT PERIOD</p> <p>The service provider will be appointed on a once-off basis subject to meeting the Supply Chain Management procedures and policy.</p> <p><u>SCOPE OF THE SERVICES</u></p> <p>The awarded service provider will address the design, layout, production and assembling of marketing material for an exhibition at the iLGM Conference for Mogale City Local Municipality. The firm will do the work and deliver marketing material suitable for exhibition marketing. These may include brochures, corporate gifts including t-shirts and caps, leaflets, brand blow-ups, video material and related equipment. All the material will be done on a proposal-approval basis between the Marketing section of the municipality and the service provider.</p>

	The material will be based on the Corporate Identity Manual of the municipality. The Corporate Identity Manual is available from the Marketing section of the municipality.																
EVALUATION CRITERIA:	<p>The proposal 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"> • 50 points price • 30 points functionality • 20 Preference points: <ul style="list-style-type: none"> ○ HDI (Historically Disadvantaged) (MBD 6.1) 6 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) 8 points <p>1. CRITERIA FOR EVALUATING TECHNICAL PROPOSALS</p> <p>All proposals received will be evaluated on the 80/20 point scoring basis. The 80 points will be divided into 50 points for Price and 30 points for Functionality in the below mentioned criteria</p> <p>The criteria for the evaluation of the technical aspect of the submitted proposal will include, but not limited, to the following elements:</p> <table border="1" data-bbox="496 1043 1481 1615"> <thead> <tr> <th data-bbox="496 1043 579 1111">NO.</th> <th data-bbox="579 1043 1110 1111">DESCRIPTION</th> <th data-bbox="1110 1043 1299 1111">%WEIGHTS</th> <th data-bbox="1299 1043 1481 1111">MIN SCORE</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 1111 579 1312">1</td> <td data-bbox="579 1111 1110 1312"> <ul style="list-style-type: none"> • Qualifications and experience of individual team members in relation to the requirements set out within these terms of reference. • The potential service provider's track record of similar or relevant work. </td> <td data-bbox="1110 1111 1299 1312">15</td> <td data-bbox="1299 1111 1481 1312"></td> </tr> <tr> <td data-bbox="496 1312 579 1581">2</td> <td data-bbox="579 1312 1110 1581"> <ul style="list-style-type: none"> • Project methodology and the potential service provider's understanding of the work to be done, i.e. terms of reference. • Understanding of the mandate and functioning of the Municipality, the public service in general and this project specification. </td> <td data-bbox="1110 1312 1299 1581">15</td> <td data-bbox="1299 1312 1481 1581"></td> </tr> <tr> <td data-bbox="496 1581 579 1615"></td> <td data-bbox="579 1581 1110 1615" style="text-align: right;">TOTAL</td> <td data-bbox="1110 1581 1299 1615">30</td> <td data-bbox="1299 1581 1481 1615">20</td> </tr> </tbody> </table> <p>The purpose of the comparison is to ensure a meaningful evaluation; bidders are requested to furnish detailed information of substantiation of compliance to the evaluation criteria. The service provider should at least score the minimum of 20 points out of the 30 points in order to be considered to the next evaluation phase.</p> <p>If any criterion is rated zero points, the tenderer will be rejected, even if the</p>	NO.	DESCRIPTION	%WEIGHTS	MIN SCORE	1	<ul style="list-style-type: none"> • Qualifications and experience of individual team members in relation to the requirements set out within these terms of reference. • The potential service provider's track record of similar or relevant work. 	15		2	<ul style="list-style-type: none"> • Project methodology and the potential service provider's understanding of the work to be done, i.e. terms of reference. • Understanding of the mandate and functioning of the Municipality, the public service in general and this project specification. 	15			TOTAL	30	20
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	required 20 out of 30 points are achieved.
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 • Price schedule (fixed prices including Vat)
CLOSING DATE AND TIME:	28 October 2009 at 11h00
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Mr. Bongani Gaeje at Marketing and Communication Tel: (011) 951 2304/5 Fax: (011) 951 2326 Cell: 083 767 3005 Email: bonganig@mogalecity.gov.za

Conditions:

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- 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