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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 services listed hereunder:

RFQ- COO(IDP) 09/2010
QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE DESIGN AND PRINTING OF 2008/09 ANNUAL REPORT MOGALE CITY LOCAL MUNICIPALITY

Advertising date: Wednesday 24 February 2010
Closing date and time: Friday 05 March 2009 @ 11:00
Compulsory Briefing Session: Monday 1st March 2010 at 12: 30 at the Flip Uys Boardroom, Civic Centre. Krugersdorp.

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 proposal on the 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:	RFQ – COO(IDP) 09/2010																		
ADVERTISING DATE:	Wednesday 24 February 2010																		
DEPARTMENT:	Chief Operating Office – IDP Section																		
TERMS OF REFERENCE	<p><u>Booklet</u></p> <ul style="list-style-type: none"> ✓ Design ✓ Layout ✓ Photography ✓ Printing of Summary Booklet of 2009/10 IDP and Budget • A4 • 110 pages including cover • Cover 250gsm matt varnish • Text 115 gsm gloss Art • Full colour throughout • Perfect bound • Pictures and images 																		
QUANTITY	300 Copies 100 CDs copies																		
	<p>TECHNICAL EVALUATING CRITERIA</p> <p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be divided into 60 points for Price and 20 points for Functionality in the below mentioned criteria</p> <p>The criteria for the evaluation of the technical aspect of the submitted quotation will include, but not limited, to the following elements:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">NO.</th> <th style="width: 65%;">DESCRIPTION</th> <th style="width: 15%;">%WEIGHTS</th> <th style="width: 15%;">MIN SCORE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td> <ul style="list-style-type: none"> • Past experience in relation to the requirements set out within this project specification. • The potential service provider's track record of similar or relevant work. </td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td> <ul style="list-style-type: none"> • Infrastructure and Resources available. </td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td style="text-align: center;">20</td> <td style="text-align: center;">12</td> </tr> </tbody> </table>			NO.	DESCRIPTION	%WEIGHTS	MIN SCORE	1	<ul style="list-style-type: none"> • Past experience in relation to the requirements set out within this project specification. • The potential service provider's track record of similar or relevant work. 	10		2	<ul style="list-style-type: none"> • Infrastructure and Resources available. 	10			TOTAL	20	12
NO.	DESCRIPTION	%WEIGHTS	MIN SCORE																
1	<ul style="list-style-type: none"> • Past experience in relation to the requirements set out within this project specification. • The potential service provider's track record of similar or relevant work. 	10																	
2	<ul style="list-style-type: none"> • Infrastructure and Resources available. 	10																	
	TOTAL	20	12																

	<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 12 points out of the 20 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 required 12 out of 20 points are achieved.</p>
EVALUATION CRITERIA	<p>The quotation 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"> • 60 points Price • 20 points Functionality <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 20 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) 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
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)
SUBMISSION DATE AND TIME	Friday 5 March 2010 @ 11h00
DELIVERY PERIOD	Delivery period after dater of official order
SUBMISSION OF QUOTES	Tender Box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Mr Tshepo Legodi at (011) 668-0604 / 083-764-3642 or email to: Tshepol@mogalecity.gov.za



PRICING SCHEDULE – FIRM PRICES

MBD 3.1

Name of bidder..... Closing Time 11:00	QUOTATION NO: COO 09/2009 CLOSING DATE: 05 MARCH 2010
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OFFER TO BE VALID FOR 30 DAYS AFTER THE CLOSING OF THE QUOTATION

	UNIT PRICE (Including VAT)	TOTAL UNITS	TOTAL PRICE (Including VAT)
1. Booklet		300 Copies	
2. CD copy		100 CD's	
TOTAL			

NAME OF THE BIDDER:

CONTACT PERSON.....

TEL/ CELL NO:

FAX NO:

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

