

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: CORP (C&C) 02/2018

QUOTATIONS ARE HEREBY INVITED FROM EXEMPTED MICRO ENTERPRISES (EME) AND QUALIFYING SMALL ENTERPRISES (QSE) FOR THE SUPPLY AND DELIVERY OF CUSTOMISED A4 AND A5 DIARIES FOR THE YEAR 2018.

Advertising date: Thursday 23 November 2017

Closing date and time: Thursday 30 November 2017 @ 14:00

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:

1. 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.
2. 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.
3. According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) are only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less for EME and not in excess of R50 million for the QSEs and level of Black ownership to claim BEE points
4. **Quotations will be evaluated in accordance with the Preferential Procurement Policy Framework Act:2000 Preferential Procurement Regulations, 2017**
4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:
(b) And EME or QSE
(2) A quotation that fails to meet any prequalifying criteria will be unacceptable.
5. All suppliers of goods & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ www.csd.gov.za
6. As per National Treasury Instruction No.4 A of 2016/2017 National Treasury Supplier Database, organs of state must ensure that suppliers awarded business with the State, excluding instances mentioned in paragraph 3.3, are registered on the CSD prior to award letter/purchase order/signed contract being issued.
7. No late quotations delivered after the official closing date and time will be accepted.
8. Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
9. Price(s) quoted must be firm and must be inclusive of VAT.
10. A firm delivery period must be indicated.
11. A, tax clearance certificate/copy of tax compliance status document (TCS) must be attached.

12. **Municipal account not more than ninety (90) days outstanding of the entity and all the director(s) or member(s)/ valid lease agreement reflecting who is responsible for municipal charges must be attached.**
13. **Certified ID copies of all directors must be attached.**
14. **Copies of company registration documents must be attached.**
15. 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 Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:
- **MBD 4. Declaration of Interest.**
 - **MBD 6.1 B-BBEE Status Level of Contribution.**
 - **MBD 8: Declaration of bidders past supply chain management practices.**
 - **MBD 9: Certificate of independent bid determination.**
 - **Sworn Affidavit: B-BBEE-EME/QSE.**
- If the MBD forms are not completed & submitted, your quotation will be rejected.**
16. 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 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:	SS (L) 01/2018 FOR THE SUPPLY AND DELIVERY OF CUSTOMISED A4 AND A5 DIARIES FOR THE YEAR 2018		
ADVERTISING DATE:	Thursday 23 November 2017		
DEPARTMENT:	Department: Corporate Support: Communications & Customer Care		
DESCRIPTION OF SERVICE	<u>PROJECT SPECIFICATIONS</u>		
	<u>CUSTOMISED A4 AND A5 DIARIES</u>		
	ITEM	SIZE	QTY
	1. Two-tone dairies padded with page a day, Saturday and Sunday on one page, logo foiled in gold on front cover, 4 pages colour inserts.	A4	350
	2. Real Nappa Leather dairies with Filofax cover, with: <ul style="list-style-type: none"> ○ A pen loop, ○ Business card holder sleeves, ○ Telephone index, ○ Date keeper with ruler marks ○ Personalized and logo foiled in gold on front cover. 	A5	30

	<p><u>SPECIAL CONDITIONS</u></p> <ul style="list-style-type: none"> • Prices to include delivery to the municipality. • Shortlisted service providers will be requested to submit samples. 																				
<p>POINT SCORING</p>	<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 Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below: 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"> • 80 points for Price • 20 points for BBBEE level of contribution <table border="1" data-bbox="573 646 1313 1066"> <thead> <tr> <th>BBBEE Status level of contributor</th> <th>Number of points(80/20 system)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20</td> </tr> <tr> <td>2</td> <td>18</td> </tr> <tr> <td>3</td> <td>16</td> </tr> <tr> <td>4</td> <td>12</td> </tr> <tr> <td>5</td> <td>8</td> </tr> <tr> <td>6</td> <td>6</td> </tr> <tr> <td>7</td> <td>4</td> </tr> <tr> <td>8</td> <td>2</td> </tr> <tr> <td>Non – compliant contributor</td> <td>0</td> </tr> </tbody> </table>	BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	16	4	12	5	8	6	6	7	4	8	2	Non – compliant contributor	0
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<p>PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT</p>	<p>QUOTATIONS WILL BE EVALUATED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT:2000 PREFERENTIAL PROCUREMENT REGULATIONS, 2017</p> <p>4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond: (b) An EME or QSE (2) A quotation that fails to meet any prequalifying criteria will be unacceptable.</p>																				
<p>OTHER DOCUMENTS REQUIRED:</p>	<ul style="list-style-type: none"> • Original, valid tax clearance certificate/Tax Compliance Status (TCS) document • Company registration documents • Copies of ID's of shareholders • Completed MBD 4, MBD 6.1, MBD 8, MBD 9 • Copy of latest municipal account/signed lease agreement by both parties • Schedule (fixed prices including Vat) 																				
<p>DELIVERY ADDRESS</p>	<ul style="list-style-type: none"> • 27 IEC Building, Cnr Monument and Ockers Street Krugersdorp, 1739 																				
<p>DELIVERY PERIOD</p>	<ul style="list-style-type: none"> • Delivery Period after date of official order.....days/weeks 																				

CLOSING DATE AND TIME	Thursday 30 November 2017 @ 14:00PM
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Aubrey Mokoma @ 083 763 7684/2344 or email: aubrey.mokoma @mogalecity.gov.za

CONDITIONS:

1. All prices quoted must be **inclusive of VAT**.
2. All prices submitted must be fixed prices for the period of the quotation.
3. If the price schedule is not signed the quotation will not be considered.
4. No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
5. Quotations completed in pencil will be regarded as invalid.
6. All prices quoted must be valid for sixty (60) days from date of your offer
7. **Bidder must attach the Central Supplier Database (CSD) registration summary report.**
8. **Bidders must attach TCS Pin no (Tax Compliance Status)**
9. **Municipal account not more than ninety (90) days outstanding of the entity and all director(s) or member(s) reflecting who is responsible for payment municipal charges / lease agreement.**
10. **Certified ID copies of all directors must be attached.**
11. **Copies of company registration documents must be attached.**

Name of Bidder: Tel No/ Cell No:

Contact Person Fax Number

Residential Address Postal Address

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E-mail address:

Supplier Number (CSD) MAAA:.....

Tax Compliance Status (TSC) Pin:.....

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Signature

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Date



QUOTATION NO: CORP (C&C) 02/2018

THURSDAY 30 NOVEMBER 2017 @ 14:00PM

PRICING SCHEDULE

THE SUPPLY AND DELIVERY OF CUSTOMISED A4 AND A5 DIARIES FOR THE YEAR 2018

ITEM	SIZE	QTY	UNIT PRICE	TOTAL PRICE (INCLUDING VAT)
1. Two-tone dairies padded with page a day, Saturday and Sunday on one page, logo foiled in gold on front cover, 4 pages colour inserts.	A4	350	R	R
2. Real Nappa Leather dairies with Filofax cover, with: <ul style="list-style-type: none"> ○ A pen loop, ○ Business card holder sleeves, ○ Telephone index, ○ Date keeper with ruler marks ○ Personalized and logo foiled in gold on front cover. 	A5	30	R	R
			GRAND TOTAL (VAT INCLUSIVE)	R

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Name of Bidder

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Signature

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Date