

**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: AS 10/2019**

**QUOTATIONS ARE HEREBY INVITED FROM EXEMPTED MICRO ENTERPRISES (EME) AND QUALIFYING SMALL ENTERPRISES (QSE) WITH A BBEE LEVEL CONTRIBUTOR OF THREE (3), TWO (2) OR ONE (1) FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF TOILET PAPERS, PAPER TOWEL ROLLS AND FOLDED PAPER TOWELS AT MOGALE CITY LOCAL MUNICIPALITY MAIN STORES.**

**Advertising date: Friday 14 June 2019**

**Closing date and time: Friday 21 June 2019 @ 14:00PM**

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

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**The following conditions will apply:**

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1. 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.
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](http://www.csd.gov.za)
6. Bidders must ensure compliance with their tax obligations.
7. Bidders are required to submit their unique personal identification number (PIN) issued by SRS to enable the organ of state to view the taxpayer's profile and status
8. Application for tax compliance status (TCS) OR PIN NO: may also be made via E-filing. In order to use this provision, Taxpayers will need to register with SARS as E-Fileers through the website..WWW.SARS.GOV.ZA.

9. Foreigner suppliers must complete the pre-award questionnaire in PART B:3
10. The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges.
11. Bidders may submit a printed TCS CERTIFICATE together with the bid. bids where consortia/ sub-contractors are involved, each party must submit a separate TCS certificate /Pin & CSD summary report/number.
12. CSD Summary report must be attached
13. No late quotations delivered after the official closing date and time will be accepted.
14. Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
15. Price(s) quoted must be firm and must be inclusive of VAT.
16. A firm delivery period must be indicated.
17. 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 documents below:
18. Bidders must print the following documents from MCLM website under quotations.
  - **MBD 1. Invitation to bid**
  - **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.**
  - **Authority of Signatory**

**If the MBD forms are not completed & submitted, your quotation will be rejected.**

19. 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.

<b>RFQ NUMBER:</b>	AS 10 /2019 THE SUPPLY, DELIVERY AND OFF- LOADING OF TOILET PAPERS, PAPER TOWEL ROLLS AND FOLDED PAPER TOWELS AT MOGALE CITY LOCAL MUNICIPALITY MAIN STORES.												
<b>ADVERTISING DATE:</b>	Friday 14 June 2019												
<b>DEPARTMENT:</b>	Department: Financial Services: Annual Store												
<b>DESCRIPTION OF SERVICE</b>	<p><b><u>PROJECT SPECIFICATIONS</u></b> <b><u>TOILET PAPERS, PAPER TOWEL ROLLS AND FOLDED PAPER TOWELS</u></b></p> <table border="1"> <thead> <tr> <th>NO</th> <th>DESCRIPTION</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Toilet papers 2ply</td> <td>Pack of 48</td> </tr> <tr> <td>2.</td> <td>Folded paper towel 1 ply size 245mm x 330mm</td> <td>Box of 200</td> </tr> <tr> <td>3.</td> <td>Paper towel roll 240mm x 360mm</td> <td>Pack of 4</td> </tr> </tbody> </table>	NO	DESCRIPTION	QUANTITY	1.	Toilet papers 2ply	Pack of 48	2.	Folded paper towel 1 ply size 245mm x 330mm	Box of 200	3.	Paper towel roll 240mm x 360mm	Pack of 4
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<b>POINT SCORING</b>	<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:</p> <p>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"> <li>• 80 points for Price</li> <li>• 20 points for BBBEE level of contribution</li> </ul> <table border="1"> <thead> <tr> <th>BBBEE Status level of contributor</th> <th>Number of points(80/20 system)</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td align="center">20</td> </tr> <tr> <td align="center">2</td> <td align="center">18</td> </tr> <tr> <td align="center">3</td> <td align="center">16</td> </tr> </tbody> </table>	BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	16				
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<b>PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT</b>	<p><b>QUOTATIONS WILL BE EVALUATED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT:2000 PREFERENTIAL PROCUREMENT REGULATIONS, 2017</b></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  (2) A quotation that fails to meet any prequalifying criteria will be unacceptable.</p>
<b>COMPULSORY RETURNABLE DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Company registration documents</li> <li>• Certified Copies of ID's of members/directors</li> <li>• Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9</li> <li>• <b>MBD 1. Invitation to bid</b></li> <li>• <b>MBD 4. Declaration of interest.</b></li> <li>• <b>MBD 6.1 B-BBEE Status Level of Contribution.</b></li> <li>• <b>MBD 8 Declaration of bidders past supply chain management practices.</b></li> <li>• <b>MBD 9: Certificate of independent bid determination.</b></li> <li>• <b>Schedule (fixed prices including Vat)</b></li> <li>• <b>Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.</b></li> <li>• <b>Copy of latest municipal account and/or signed lease agreement by both parties.</b></li> <li>• <b>The bidding entity as well as all its directors must submit Municipal account which is not more than three (3) months in arrears or valid lease agreement which is in the name of the business and/or the directors, which must stipulate the responsibility of payment of municipal services.</b> <ul style="list-style-type: none"> <li>➤ <b>If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services.</b></li> <li>➤ <b>If the business operates from the different address as per CIPC document, affidavit must be provided</b></li> </ul> </li> </ul>
<b>CLOSING DATE AND TIME</b>	Friday 21 June 2019 @ 14:00PM
<b>DELIVERY ADDRESS</b>	<ul style="list-style-type: none"> <li>• Tudor Road, Chamdor, Mogale City, Krugersdorp.</li> </ul>
<b>DELIVERY PERIOD</b>	<ul style="list-style-type: none"> <li>• Delivery Period after date of official order.....days/weeks</li> </ul>
<b>SUBMISSION OF QUOTES</b>	Tender box Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Steven Senyelo @ (011) 951 – 2352/2357/0834642877 or email: <a href="mailto:steven.senyelo@mogalecity.gov.za">steven.senyelo@mogalecity.gov.za</a> /

**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.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (60) days from date of your offer
- **Bidder must attach the Central Supplier Database (CSD) registration summary report.**
- **Bidders must attach TCS Pin no (Tax Compliance Status).**
- **Bidders must attach municipal account or lease agreement as mentioned above.**

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

Date



RFQ: SMS (MG) 11/2019

CLOSING DATE AND TIME: TUESDAY 12 MARCH @ 14:00PM

RFQ: AS 10/2019

CLOSING DATE AND TIME: FRIDAY 21 JUNE 2019 @ 14:00PM

**THE SUPPLY, DELIVERY AND OFF- LOADING OF TOILET PAPERS, PAPER TOWEL ROLLS AND FOLDED PAPER TOWELS AT  
MOGALE CITY LOCAL MUNICIPALITY MAIN STORES.**

**PRICING SCHEDULE**

NO	DESCRIPTION	QUANTITY	UNIT PRICE (VAT INCL)	
1.	Toilet papers 2ply	Pack of 48	Per Pack of 48	R
2.	Folded paper towel 1 ply size 245mm x 330mm	Box of 200	Per Box of 200	R
3.	Paper towel roll 240mm x 360mm	Pack of 4	Per Pack of 4	R
<b>TOTAL PRICE (INCLUSIVE OF TRANSPORTATION &amp; VAT )</b>				R

Name of Bidder: ..... Date: .....

Signature: ..... Position: .....