

Ref: Ofentse Matsose (SCM)

Tel: (011) 951-2177/2541/2014

**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: CDS (L) 03/2021**

**QUOTATIONS ARE HEREBY INVITED FOR THE SUPPLY AND DELIVERY OF  
CONSUMABLES TO MOGALE CITY LIBRARIES.**

**Advertising date: Friday 12 March 2021**

**Closing date and time: Friday 19 March 2021 @ 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, Financial Management Services Department, 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. 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)
5. Bidders must ensure compliance with their tax obligations.
6. Bidders (Taxpayers) will need to register with SARS as E-Fileers through the SARS's website @ [www.sars.gov.za](http://www.sars.gov.za).
7. Foreigner suppliers must complete the pre-award questionnaire in PART B:3
8. The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges
9. Bidders must submit/ write their tax compliance status(TCS) number and CSD MAAA number.
10. Supply chain practitioner/s will print TCS CERTIFICATE with TAX COMPLIANCE STATUS (TC)
11. No late quotations delivered after the official closing date and time will be accepted.
12. Price(s) quoted must be valid for at least sixty (60) days from date of your offer.

13. Price(s) quoted must be firm and must be inclusive of VAT.
14. A firm delivery period must be indicated.
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 documents below:
16. 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- (Original stamp from the Commissioner of Oath not a copy)**
  - **Authority of Signatory**

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

17. No quotation will be considered from persons in service of the state (MBD4)

**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>	<b>CDS (L) 03/2021</b> THE SUPPLY AND DELIVERY OF CONSUMABLES TO MOGALE CITY LIBRARIES.																														
<b>ADVERTISING DATE:</b>	Friday 12 March 2021																														
<b>DEPARTMENT:</b>	Department: Community Development Services – Libraries																														
<b>Central Supplier database MAAA:</b>																															
<b>Tax Compliance Status (TSC) Pin:</b>																															
<b>DESCRIPTION OF GOODS</b>	<p style="text-align: center;"><b><u>PROJECT SPECIFICATIONS</u></b></p> <table border="1"> <thead> <tr> <th>QUANTITY</th><th>ITEM</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>1</td><td>HP Laser Jet P2035</td><td>CE 505A Black</td></tr> <tr> <td>1</td><td>HP Laser Jet P2055dn</td><td>CE 505A Black</td></tr> <tr> <td>1</td><td>HP Laser Jet Pro M402dne</td><td>CF226A Black</td></tr> <tr> <td>1</td><td>HP Laser Jet Pro M402dne</td><td>26A Black</td></tr> <tr> <td>1</td><td>HP Laser Jet Pro M402dw</td><td>CF226A Black</td></tr> <tr> <td>1</td><td>HP Laser Jet Pro 200 colour M25In</td><td>Yellow CF212A(131A)</td></tr> <tr> <td>1</td><td>HP Laser Jet Pro 200 colour M25In</td><td>Magenta CF213A(131A)</td></tr> <tr> <td>1</td><td>HP Laser Jet Pro 200 colour M25In</td><td>Cyan CF211A(131A)</td></tr> <tr> <td>1</td><td>HP Laser Jet Pro 200 M25In</td><td>Black CF210A(131A)</td></tr> </tbody> </table>	QUANTITY	ITEM	DESCRIPTION	1	HP Laser Jet P2035	CE 505A Black	1	HP Laser Jet P2055dn	CE 505A Black	1	HP Laser Jet Pro M402dne	CF226A Black	1	HP Laser Jet Pro M402dne	26A Black	1	HP Laser Jet Pro M402dw	CF226A Black	1	HP Laser Jet Pro 200 colour M25In	Yellow CF212A(131A)	1	HP Laser Jet Pro 200 colour M25In	Magenta CF213A(131A)	1	HP Laser Jet Pro 200 colour M25In	Cyan CF211A(131A)	1	HP Laser Jet Pro 200 M25In	Black CF210A(131A)
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		1	HP Laser Jet Pro M452nw	410A All colours																					
		1	Toshiba	T-2309P Black																					
POINT SCORING	<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><tr><th>BBBEE Status level of contributor</th><th>Number of points(80/20 system)</th></tr><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></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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8	2																								
Non –compliant contributor	0																								
COMPULSORY RETURNABLE DOCUMENTS REQUIRED:	<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>Bidder must attach the updated Central Supplier Database (CSD) registration summary report.</li><li>Bidders must attach TCS Pin no (Tax Compliance Status).</li><li>MBD 1. Invitation to bid</li><li>MBD 4. Declaration of interest.</li><li>MBD 6.1 B-BBEE Status Level of Contribution.</li><li>MBD 8: Declaration of bidders past supply chain management practices.</li><li>MBD 9: Certificate of independent bid determination.</li><li>Schedule (fixed prices including Vat)</li><li>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.</li><li>Copy of latest municipal account/signed lease agreement by both parties.</li><li>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.</li><li>If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services.</li><li>If the business operates from the different address as per CIPC document, affidavit must be provided</li></ul>																								

<b>CLOSING DATE AND TIME</b>	Friday 19 March 2021 @ 14:00PM
<b>DELIVERY ADDRESS</b>	Municipal Stores No. 1 Tudor Road Chamdor Krugersdorp
<b>SUBMISSION OF QUOTES</b>	Tender box Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Nene Seboko Tel: (011) 951 2505 / 071 855 4773 or email nene.seboko@mogalecity.gov.za

**CONDITIONS:**

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

Name of Bidder: ..... Tel No/ Cell No: .....

Contact Person ..... Fax Number .....

Residential Address

Postal Address

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E-mail address: .....

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Signature

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Date

RFQ: CDS (L) 03/2021 CLOSING DATE AND TIME: FRIDAY 19 MARCH 2021 @ 14:00PM

**THE SUPPLY AND DELIVERY OF CONSUMABLES TO MOGALE CITY LIBRARIES**

**PRICING SCHEDULE**

QUANTITY	ITEM	DESCRIPTION	UNIT PRICE (EXCL. VAT)	UNIT PRICE (INCL. VAT)
1	HP Laser Jet P2035	CE 505A Black		
1	HP Laser Jet P2055dn	CE 505A Black		
1	HP Laser Jet Pro M402dne	CF226A Black		
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1	HP Laser Jet Pro 200 M25In	Black CF210A(131A)		
1	HP Laser Jet Pro M452nw	410A All colours		
1	Toshiba	T-2309P Black		
<b>TOTAL PRICE</b>				

***NB: If the bidder is a VAT Vendor they must complete the pricing schedule indicating price including VAT, if not registered as a VAT Vendor they must complete the pricing schedule indicating price Excluding VAT.***

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

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