



Ref: Maropeng Mokhatla (SCM)

Tel: (011) 951-2541/2014/16

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: EM 02/2011

QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED SERVICE PROVIDER/S TO PROVIDE THE FOLLOWING SERVICES DURING THE JOINT EDUCATIONAL MONTH PROGRAMME WITH GAUTENG DEPARTMENT OF SOCIAL DEVELOPMENT ON THE 12 OF JANUARY 2011 :

- a) MARQUEE TENT, CHAIRS AND TABLES**
- b) SOUND SYSTEM**
- c) CATERING**

Advertising date: Tuesday 04 January 2011

Closing date and time: Friday 07 January 2011 @ 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**
 - **MBD 9: Certificate of independent bid determination.**

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)
- **Electronic (e-mailed or faxed) quotations are not accepted.**

**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

RFQ NUMBER:	Q – EM 02/2011 Appointment of service provider/s to render provide/services during the joint educational month programme for 12 January 2011												
ADVERTISING DATE:	Tuesday 04 January 2011												
DEPARTMENT:	Executive Mayor's office												
EVALUATION CRITERIA	<p><u>1.SCOPE OF WORK</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 20px;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 60%;">Description</th> <th style="width: 30%;">Price Including Vat</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td> <ul style="list-style-type: none"> Marquee that seats a 1000 people 1000 chairs 5 Tables </td> <td style="text-align: center;">R</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 20px;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 60%;">Description</th> <th style="width: 30%;">Price Including Vat</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td> <ul style="list-style-type: none"> Sound System Roving Microphones </td> <td style="text-align: center;">R</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Breakfast & Lunch for 70 people Indicate three types of breakfasts <p style="margin-left: 40px;">Indicate three types of Lunch</p>	Item	Description	Price Including Vat	1	<ul style="list-style-type: none"> Marquee that seats a 1000 people 1000 chairs 5 Tables 	R	Item	Description	Price Including Vat	2	<ul style="list-style-type: none"> Sound System Roving Microphones 	R
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		Option 1	Price: R_____	Price: R_____
		Option 2	Price: R_____	Price: R_____
		Option 3		

	Price:_____	Price:_____
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The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.

- 80 points Price

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 specific goals and / or for achieving the prescribed Reconstruction and Development Programme (RDP) goals.

TECHNICAL EVALUATION CRITERIA

The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 12 points is not scored for functionality, the quotation will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will further be evaluated and will not influence the points scored on Price.

No.	Description	Weight	Minimum Score
1.	Previous experience in executing similar projects,	10	
2.	Available resources and equipment to execute project	10	
	TOTAL	20	12

- 20 Preference points:
 - HDI (Historically Disadvantaged) (MBD 6.1) 4 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) 10 points

OTHER DOCUMENTS REQUIRED:

- Original, valid tax clearance certificate
- Company registration documents

	<ul style="list-style-type: none"> • Copies of ID's of shareholders • Completed MBD 4, MBD 6.1, MBD 6.3, MBD 6.11, MBD 8 and MBD 9 • Copy of latest municipal account • Price schedule (fixed prices including Vat)
PRICING SCHEDULE	Please provide us with a comprehensive breakdown of cost. The total price must be Inclusive of VAT.
CLOSING DATE AND TIME:	Friday 07 January 2011 at 11h00
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Eric Ngwana at (011) 668-0500 / 083 767 4543 at Mayor's Office or e-mail ericn@mogalecity.gov.za

Conditions:

- All prices quoted must be **VAT inclusive**
- All prices submitted must be fixed for the period of the quotation
- All prices quoted must be valid for thirty (30) days
- No tipp-ex or correction fluid may be used on the quotation document
- Quotations completed in pencil or any erasable pen will be regarded as invalid.
- If the pricing schedule is not signed the quotation will not be considered.
- Late and incomplete submissions will invalidate the quotation submitted.

NAME OF THE BIDDER: CONTACT PERSON:.....

TEL/ CELL NO: FAX NO:

.....
SIGNATURE

.....
DATE