

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: I (FM) 27/2011

QUOTATIONS ARE HEREBY INVITED FROM CARPET TILING CONTRACTORS FOR THE SUPPLY AND INSTALLATION OF CARPET ON THE 1<sup>ST</sup> AND 3<sup>RD</sup> FLOOR OF PRESIDENT BUILDING AT NO 38 PRESIDENT STREET, KRUGERSDORP.

Advertising date: Wednesday 23 February 2011

Closing date and time: Friday 04 March 2011 @ 11:00

Compulsory briefing session will be held on the Tuesday 1 March 2011 @ 15:00 President Building, 2<sup>nd</sup> Floor,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 <u>www.mogalecity.gov.za</u> 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 MUNCIPALITY 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

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RFQ NUMBER:	Q – I (FM) 27/2011 Appointment of service provider from carpet tiling contractors for								
ADVERTISING	the supply and installation of carpets on the 1 <sup>st</sup> and 3 <sup>rd</sup> floor of President Building.								
DATE:	Wednesday 23 February 2011								
DEPARTMENT:	Infrastructure Services: Building Maintenance								
	SCOPE OF WORK								
	Berber poir	ber point carpet floor tiling.							
	<ol> <li>Notes to the contractor: All work to be of high quality and no shoddy workmanship will be accepted.</li> </ol>								
		ndered rates to include tra	nsporta	tion, materials	and equip	ment necessary			
	to complete the project.								
	item	Description	Unit	Quantity	Rate	Total			
	1.	To remove existing carpets and dump away from site	m²	630					
	2.	Prepare floor to receive new carpets.	m²	630					
	3.	Supply and install new Berber point heavy duty 920g/m2 carpet tiles 8.5mm thick,must be 3(SABS0177-IV), colour to be decided on site and must be (ISO105-B02)	m²	630					
	4.	Supply and install new carpet skirting and cornices to match the floors& paint with aluminum paint finish.	m²	600					

	_			1.0				
	5.	Supply and install new door strips	Item	10				
	Sub-Total							
			_	VAT.				
				TOTA	NI .			
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EVALUATION CRITERIA	<b>FUNCTIONALITY SCORING</b> All quotations received will be evaluated on the 80/20 point scoring basis. The 80							
		will be for the price and 20 poi						
	prescrit	bed reconstruction and Devel	opment F	Programme (R	DP) goals			
	<b>T</b> I . I .	1						
		low mentioned criteria regard						
		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 be determined whether a quotation will be eligible						
		her evaluation and will not infl						
	NO	DESCRIPTION		WEIGHTS	MIN	IMUM SCORE		
	1	The service provider		10				
		experience and track						
		of similar or relevant		10				
	2	Available resources     equipment to execut		10				
		project	.e the					
		TOTAL	_	20	12			
				20	12			
				20	12			
		FQ will be evaluated on the ba ential Procurement Policy Fram	asis of the	e 80/20 point s		stipulated in the		
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OTHER DOCUMENTS REQUIRED:	<ul> <li>Original, valid tax clearance certificate</li> <li>Company registration documents</li> <li>Copies of ID's of shareholders</li> <li>Completed MBD 4, MBD 6.1, MBD 6.3, MBD 6.11, MBD 8 and MBD 9</li> <li>Copy of latest municipal account</li> <li>Price schedule (fixed prices including( Vat)</li> </ul>
DELIVERY PERIOD	Delivery period after date of official orderDays
BRIEFING SESSION	Compulsory briefing session will be held on Tuesday 1 March 2011 @ 15:00 2 <sup>nd</sup> Floor President Building, Krugersdorp
CLOSING DATE AND TIME:	Friday 04 March 2011 at 11h00
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Patridge Chuene at 083 566 3857 at Infrastructure: Building Maintenance or e-mail <u>patridgec@mogalecity.gov.za</u>

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:
	FAYNO
TEL/ CELL NO:	FAX NO:
SIGNATURE	DATE