



Ref: Maropeng Mokhatla (SCM)  
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**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: IEM (MHS) 05/2011**  
**QUOTATIONS ARE INVITED FROM REGISTERED TEMPORARY EMPLOYMENT LABOUR CONSULTANT ACCORDING TO LABOUR RELATIONS ACT, TO PROVIDE LABOUR SERVICES FROM THE 24 DECEMBER 2010 TO 28 JANUARY 2011.**

**Advertising date: Monday 20 December 2010**

**Closing date and time: Wednesday 22 December 2010 @ 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](http://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**
- 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)

**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>	IEM (MHS) 05/2011 For registered temporary labour consultants according to labour relations Act, to provide Labour services from 24 December 2010 to 28 January 2011.
<b>ADVERTISING DATE:</b>	Monday 22 December 2010
<b>DEPARTMENT:</b>	Integrated Environmental Management – Health Services
<b>DESCRIPTION OF GOODS</b>	<p style="text-align: center;"><b>PROJECT SPECIFICATIONS</b></p> <p style="text-align: center;"><b>1. Scope of Work</b></p> <ul style="list-style-type: none"> <li>▪ The successful company will provide cleaning services to the entire area of Mogale City Local Municipality. This service include picking papers and litter, cleaning the streets open spaces side walkways, collection of refuse bins and working on the landfill site.</li> <li>▪ The successful company shall be called upon to render services during the festive season, public holidays, or whenever necessary</li> <li>▪ The number of employees needed at any given time will be determined by the work to be assigned as such the successful company should be capable to mobilize the resources required on an as and when called upon</li> <li>▪ The company may be called upon to render the service outside the normal working hours (late shift or early morning shifts) for better cleaning on areas with high congestion of vehicles and people such as the CBD</li> <li>▪ It should be noted that no legitimate employment by the municipality should be indicated to the casual labour to be recruited.</li> </ul>

Item	Requirements	Rate per general worker per hour (including VAT)
General Workers	<ul style="list-style-type: none"> <li>• Provide service which include but not limited to litter picking, street bin emptying, refuse collection on compactor trucks, street sweeping, landfill, storm water clearing, garden service and any other environmental cleansing</li> <li>• Available outside the normal working hours (night duty and weekend / holiday rates )</li> <li>• Maximum of fifty (50) general workers.</li> </ul>	<p>R</p> <p>R</p>
Team leader	<ul style="list-style-type: none"> <li>• Team Leaders</li> </ul>	<p>Rate per team leader per hour (including VAT)</p> <p>R</p>
Transportation	<p>Tipper truck (wet)  <ul style="list-style-type: none"> <li>✓ With driver</li> </ul> </p> <p>One ton bakkie (wet)  <ul style="list-style-type: none"> <li>✓ With driver</li> </ul> </p>	<p>Rate per kilometer of per hour</p> <p>R</p> <p>R</p>
Refuse removal truck drivers	<ul style="list-style-type: none"> <li>• Valid heavy duty drivers licence (EC)</li> <li>• Valid professional driving permit</li> <li>• Driving refuse removal vehicles (compactors/ tippers)</li> <li>• Issued with relevant uniform and safety equipments</li> </ul>	<p>Rate per hour</p> <p>R</p>
Safety measures	<ul style="list-style-type: none"> <li>• The service provider shall accept all risks relating to the provisions of such employments services</li> </ul>	<p>xxxxxxxxxxxxxxxxxx</p>
Area of recruitment	<ul style="list-style-type: none"> <li>• Employees shall be recruited from Mogale City Local Municipality</li> </ul>	<p>xxxxxxxxxxxxxxxxxx</p>

Team leaders	<ul style="list-style-type: none"> <li>• Supervising teams</li> <li>• Ensure compliance with occupational health and safety act</li> <li>• Ensure teams have relevant and necessary working equipments</li> <li>• Should be available for the duration of the shift</li> <li>• Should be able to record and report to Municipal supervisor incidences occurring during the entire shift</li> </ul>
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**2. SPECIAL CONDITIONS**

- The service provider shall ensure and submit documentary proof of its compliance to the Labour Relations Act, Employment Equity Act and Occupational Health and Safety Act

**3. FUNCTIONALITY EVALUATION SCORING**

Functionality scoring will be applied during the evaluation of submitted tenders. This is done to determine the ability of each bidder to successfully execute the contract according to specifications.

Criterion	Allocated score	Minimum required
Previous relevant experience with proof of contracts successfully executed.	1-2 years (2 points) 2-3 years (3 points) 4-5 years (5 points)	
Capacity to successfully execute the task	<ul style="list-style-type: none"> <li>• Office facilities and equipment (5 points)</li> <li>• Proof of registration as Temporary Employment service provider: compliance Labour Relations Act (10 points)</li> </ul>	
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Please note that the evaluation will be conducted in a two stage process. The first stage is the evaluation of bids on functionality. During this stage bids that do not meet the minimum threshold of functionality will be disqualified and not be considered for the second stage of evaluation on price and preference points. Failure to score the minimum points of 12 points out of 20 points will regard the bidder as non-responsive.

<b>EVALUATION CRITERIA:</b>	<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 price</li> <li>• 20 Preference points: <ul style="list-style-type: none"> <li>○ HDI (Historically Disadvantaged) (MBD 6.1) 6 points</li> <li>○ Female Equity (MBD 6.1) 2 points</li> <li>○ Disabled ownership (MBD 6.1) 1 point</li> <li>○ Promotion of SMME's (MBD 6.3) 3 points</li> <li>○ Mogale Based companies (MBD 6.11) 8 points</li> </ul> </li> </ul>
<b>DELIVERY ADDRESS</b>	<p>Municipal Stores, Technical Services Yard, Tudor Road, Chamdor, Krugersdorp Office hours: 7:30 to 16:00 weekdays</p>
<b>OTHER DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <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 and MBD 8</li> <li>• Copy of latest municipal account</li> <li>• Schedule (fixed prices including Vat)</li> </ul>
<b>CLOSING DATE AND TIME</b>	<p>Wednesday 22 December 2010 at 11h00</p>
<b>SUBMISSION OF QUOTES</b>	<p>Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp</p>
<b>ENQUIRIES:</b>	<p>Frederica Mahlangu at 083 566 3359</p>

**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 thirty (30) days.

NAME OF BIDDER: ..... TEL: .....

CONTACT PERSON ..... FAX NO: .....

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SIGNATURE OF BIDDER

\_\_\_\_\_  
CAPACITY OF BIDDER

