



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 06/2011

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS TO PROVIDE HOSTING SERVICE VIA INTERNET FOR THE PARKS MANAGEMENT SECTION'S SMARTMUN CEMETERY MANAGER SOFTWARE ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE YEARS.

Advertising date: Wednesday 12 January 2011

Closing date and time: Thursday 20 January 2011 at 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 services 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.

RFQ NUMBER:	RFQ: IEM 06/2011 Provide hosting service via internet for the parks management section's SMARTMUN cemetery manager software on an as and when required basis for a period of three years
ADVERTISING DATE:	Wednesday 12 January 2011
DEPARTMENT	Integrated Environmental Management
SPECIFICATIONS	<p><u>Scope</u> This contract provides for the appointment of a suitably experienced company to provide a hosting service via the internet for the Parks Management Section's SmartMun Cemetery Manager Software. It requires the bidder to have full admin user rights for Synapsis Software (Pty) Ltd.</p> <p>1 <u>HOSTING REQUIREMENTS:</u></p> <p><u>Hardware Requirements:</u></p> <ul style="list-style-type: none"> • Intel Pentium Dual Core CPU or better. • RAM: 12 GB minimum. • HDD: 200 GB minimum. <p><u>OS/DB Requirements:</u></p> <ul style="list-style-type: none"> • Windows Server 2008 • Microsoft SQL Server SQL 2005 Standard, Single CPU License • Dedicated virtual machine setup for exclusive use of existing SmartMun Cemetery Manager program <p><u>Internet/Networking Requirements:</u></p> <ul style="list-style-type: none"> • Minimum 250kbs upload speed. • Firewalled with specific ports opened to the internet for application communication in line with requirements of SmartMun Cemetery Manager program from Synapsis Software (Pty) Ltd. • Industrial strength anti-virus protection from list of service providers approved by Synapsis Software (Pty) Ltd. • A public static IP address or domain name which is accessible from anywhere on the internet. <p><u>Support:</u></p> <ul style="list-style-type: none"> • Daily backup of SQL server

	<ul style="list-style-type: none">• Storage of weekly backup of SQL server offsite• Remote access via MS Remote Desktop for support purposes at all times without prior incident based authorisation by Internet Hosting Service provider• Full Admin user rights for Synapsis Software (Pty) Ltd. Staff to access all firewall, SQL Server and OS settings at all times without prior incident based authorisation by Internet Hosting provider. <p>2. PRICE</p> <p>The price shall be the monthly hosting fee with escalation after 12 months for a period of three years and must include VAT.</p>																				
EVALUATION CRITERIA	<p>FUNCTIONALITY SCORING</p> <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 specific goals and / or for achieving the prescribed reconstruction and Development Programme (RDP) goals.</p> <p>The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 15 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.</p> <table><tr><th>NO</th><th>DESCRIPTION</th><th>WEIGHT</th><th>MINIMUM SCORE</th></tr><tr><td>1</td><td>Related Infrastructure and Systems Available</td><td>10</td><td></td></tr><tr><td>2</td><td>Staffing Profile, level of expertise and qualifications of staff</td><td>10</td><td></td></tr><tr><td>3</td><td>Previous experience in this field</td><td>10</td><td></td></tr><tr><td></td><td></td><td>30</td><td>15</td></tr></table>	NO	DESCRIPTION	WEIGHT	MINIMUM SCORE	1	Related Infrastructure and Systems Available	10		2	Staffing Profile, level of expertise and qualifications of staff	10		3	Previous experience in this field	10				30	15
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	<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"> • 80 points for Price • 20 Preference points: <ul style="list-style-type: none"> ○ 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:	<ul style="list-style-type: none"> • Original, valid tax clearance certificate • Company registration documents • 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)
CLOSING DATE AND TIME	Thursday 20 January 2011 at 11h00
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES	Rinus Bouwer 011 660 8757 / 083 258 4762

PRICING SCHEDULE

Name of Bidder:	Closing Date: 20 January 2011
Quotation No.: IEM106/2011	Closing Time: 11:00

OFFER TO BE VALID FOR **30 DAYS** FROM THE CLOSING DATE OF THE QUOTATION

	DESCRIPTION	QUANTITY	Total Price (Including VAT)
1.	Hosting service via internet for the Parks Management section's SMARTMUN cemetery manager software.	Monthly Hosting Fee	R
2.	Escalation applicable after 12 Months (if any)		

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 THE BIDDER: CONTACT PERSON:

TEL/ CELL NO: FAX NO:

SIGNATURE OF BIDDER

CAPACITY OF BIDDER