



Ref: Maropeng Mokhatla (SCM)  
Tel: (011) 951-2541/2014/16

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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/services listed hereunder:

**RFQ: I(E) 38/2011:**

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR INSULATION OIL SAMPLING AND ANALYSIS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS FOR MOGALE CITY LOCAL MUNICIPALITY.**

**Advertising date: Thursday 19 May 2011**

**Closing date and time: Monday 30 May @ 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 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. Late and incomplete submissions will invalidate the quotation submitted.

<b>RFQ NUMBER:</b>	I(E) 38/ 2011 For insulation oil sampling analysis on an as and when required basis for a period of three(3) years.
<b>ADVERTISING DATE:</b>	Thursday 19 May 2011
<b>DEPARTMENT:</b>	Infrastructure – Electrical Services
<b>DESCRIPTION OF GOODS/SERVICES</b>	<p><b>1.     <u>GENERAL</u></b></p> <p>1.1. All work done and all accessories supplied in terms of this agreement will comply with the following standard specifications, regulations and codes:</p> <p>    1.1.1. The original manufacturer of equipment (OEM) specifications, operation and maintenance instructions.</p> <p>    1.1.2. SABS 555 : 1985 : Standard Specification for Mineral insulation oil for transformers and switchgear (uninhibited)</p> <p>    1.1.3. The Occupational Health and Safety Act, Act 85 of 1993.</p> <p>1.2. All consumables such as grease, nitrogen, oil, lubricants, gaskets, oil cleaning chemicals will be supplied by the Contractor.</p> <p>1.3. The Municipality reserves the right to take oil samples, on site, of oil supplied and used by the Contractor for test analysis by a third party.</p> <p>1.4. The Municipality will not be responsible for any standing time charges unless the standing time is proof to be due to negligence on the municipality's side.</p> <p>1.5. Contractor to provide a comprehensive report with test certificates consisting of the following:</p> <p>    1.5.1. Scope of work to be done</p> <p>    1.5.2. Maintenance and/or service work carried out on equipment.</p> <p>    1.5.3. All tests and calibrations done on equipment.</p> <p>    1.5.4. Recommendations if any.</p> <p>1.6. High Voltage distribution equipment can sometimes not be thoroughly inspected in advance to determine the full spectrum of the maintenance work. It is essential that tenders must clearly stipulate what it entails and list possible hidden maintenance work. Maintenance work or replacements of parts, outside the original quotation, will not automatically be included in the quotation.</p>

- 1.7. Work outside the scope of the original appointment will require a separate quotation and a separate appointment and / or order.
- 1.8. The contractor shall, at his own expense familiarize himself with the type and manufacturer of the various equipment on site, as is required for the maintenance, service or repair of such equipment in accordance with the manufacturer's guidance and specifications.
- 1.9. The contractor must make arrangements with the Municipality prior to the maintenance of equipment to ensure that access can be gained to all required facilities, and that equipment may be switched off as is required.
- 1.10. Unless otherwise stated comprehensive insurance will be the responsibility of the Contractor. On request the Contractor shall submit the insurance policy to the Municipality for approval.

## **2. SPECIFICATIONS**

### **2.1. SCOPE**

The scope of this procedure includes all tasks required to analyse the condition of insulation oil in transformers. These tasks include taking insulating oil samples from each separate oil unit, having tests done on each sample, and reporting the test results to the municipality.

### **2.2. STANDARD SPECIFICATIONS, REGULATIONS AND CODES**

All work carried out and all equipment and material supplied in terms of this procedure shall comply with the following standard specifications, regulations and codes :

- a) The original equipment manufacturers specifications, and operation and maintenance instructions.
- b) BS 5730 : 1979 Codes of practice for Maintenance of Insulating Oil
- c) BS 5263 : 1975 Method for sampling liquid dielectrics
- d) SABS 555 : 1985 : Standard Specification for Mineral insulating oil for transformers and switchgear (uninhibited)

### **2.3. TASK DESCRIPTION**

- a) The contractor will take oil samples from each unit of oil-immersed equipment identified by the municipality.
- b) Oil sampling will be done in strict compliance with the operation and maintenance instructions of the manufacturers of the various units of equipment.
- c) Each sample will be separately labelled in order to discriminate

between the results of different samples.

- d) Taking and handling of oil samples will be done in strict compliance with the specifications outlined in BS 5263: Method for sampling liquid dielectrics.
- e) All oil samples will be tested at a reputable laboratory in accordance with the test procedures outlined in Appendix A of BS 5730.
- f) The following insulating oil characteristics will be tested for according to the methods outlined in Appendix A of BS 5730:
  - i) Colour
  - ii) Dielectric strength
  - iii) Moisture content
  - iv) Acidity (neutralisation value)
  - v) Dissolved gas analysis (DGA)
- g) The results of the tests will be supplied to the Municipality in documented format.
- h) The test result report will contain at least the following information :
  - i) Unique description of equipment from which of oil sample was taken.
  - ii) Date of sample.
  - iii) Condition of silica gel.
  - iv) Oil level.
  - v) Weather conditions.
  - vi) Oil temperature when sampled.
  - vii) Sampling point.
  - viii) Test results for the sample in terms of each of the specified oil characteristics.
  - ix) Recommendations on whether the oil from which the sample was taken should be replaced or reconditioned if necessary.
  - x) Summary recommendation of the general condition of the oil samples tested.
  - xi) Name and contact details of the test laboratory.
  - xii) Certification by the test laboratory that these specific tests have been conducted in compliance with BS 5730.
- i) The contractor will supply the Municipality with proof of his proficiency and experience in taking and analysing insulating oil samples, and of the reputability of the laboratory that will do the tests.

## **2.4. MEASUREMENT AND PAYMENT**

The unit of measurement shall be the number of transformers from which samples are taken and analyzed. The same rate will apply to all sizes of transformers.

## **2.5. COUNT OF OIL, SAMPLES AND ANALYSIS**

Approximately 30 per year

### **Oil testing:**

Dielectric strength	-	Method IEC 156
Neutralisation number (Acidity )	-	Method IEC 296
Karl Fisher (Moisture content)	-	Method ASTM 1533
Colour	-	Colorimetric method
Gas analysis	-	Gas chromatography
PCB analysis	-	Gas chromatography

## **3. PRICE**

- 3.1. Indicate whether prices are firm for the contractual period.
- 3.2. If prices are not firm, indicate what price adjusting formula will be used.
- 3.3. Will prices be subject to any exchange rate.
- 3.4. Will payment be subjected to a settlement discount, if so, will it be from date of invoice or statement.
- 3.5. In the event of an application for a price increase by the successful bidder during the contractual period, the Municipality reserves the right to compare the increased prices with that obtained from other sources of supply and to subsequently purchase at the lower price.

## **4. PAYMENTS**

The following payment specifications apply to all the repair and maintenance procedures specified in this contract :

For each of the repair and maintenance procedures, the tendered rate shall include full compensation for the following :

- 4.1 All labour required to complete the procedure.
- 4.2 The supply, delivery, installation, testing and commissioning of all equipment and material required to complete the procedure. (Except where exclusions to this clause are specified in the remaining specifications that forms part of the specific procedure).
- 4.3 The prior arrangement by the contractor to obtain timely access to facilities and the shutting down of equipment by the responsible persons as may be required to complete the procedure.

4.4 All costs associated with the transportation to and from site, the operation action, the insurance and safekeeping by the contractor of all specialized and other plant and equipment that may be required for the completion of the procedure.

4.5 The execution of all on-site and other tests that may be required from the contractor to prove compliance with the specified standard specifications, regulations and codes. These tests shall be specified as part of the procedure, or for compliance to the Municipality's by-laws, national and other laws, bylaws and regulations that make such tests necessary.

4.6 The supply of indisputable proof in documented format that all the equipment and material supplied and installed in terms of the procedure complies with the specified standard specifications, regulations and codes.

**5. GUARANTEE**

The Contractor will guarantee the workmanship and materials under the contract against defects originating from defective and faulty materials or workmanship or negligence for a period of twelve (12) months from date of hand over. The Contractor shall replace such defective materials, equipment, or workmanship without cost to the Municipality within the stipulated guarantee period.

**6. SCHEDULE OF RATES AND PRICES**

**SCHEDULE OF RATES AND PRICES (Including VAT)**

Description	
Transport ( / trip)	R
Oil Sample ( / sample)	R
kV, Acid, Moisture analysis, plus report (Oil Quality) ( / sample)	R
Gas analysis, plus report (Oil Gas) ( / sample)	R
PCB Analysis (Counted) ( / sample)	R

Will Prices be firm for contractual period: **YES / NO**

If prices will not be firm, indicate price formula that will be used:.....  
 .....

Will Prices be subject to any exchange rate? **YES / NO**

Will Payment be subjected to a settlement discount **YES / NO** .....%

<p><b>EVALUATION CRITERIA:</b></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 Price</li> </ul> <p><b>TECHNICAL EVALUATING CRITERIA</b></p> <p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be divided into 80 points for Price in the below mentioned criteria.</p> <table border="1" data-bbox="381 525 1534 945"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>WEIGHTS</th> <th>MIN SCORE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Infrastructure, Plant &amp; Equipment Available to execute this project</td> <td>10</td> <td></td> </tr> <tr> <td>2.</td> <td>Staffing Profile available level of expertise and qualifications of staff</td> <td>10</td> <td></td> </tr> <tr> <td>3.</td> <td>Previous experience in this field or related projects</td> <td>10</td> <td></td> </tr> <tr> <td></td> <td></td> <td><b>30</b></td> <td><b>25</b></td> </tr> </tbody> </table> <p>For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned. A bidder that scores less than 25 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 25 out of 30 points are achieved.</p> <p>A bidder that scores less than 25 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 25 out of 30 points are achieved.</p> <p>20 Preference points:</p> <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>	NO.	DESCRIPTION	WEIGHTS	MIN SCORE	1	Infrastructure, Plant & Equipment Available to execute this project	10		2.	Staffing Profile available level of expertise and qualifications of staff	10		3.	Previous experience in this field or related projects	10				<b>30</b>	<b>25</b>
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<p><b>OTHER DOCUMENTS REQUIRED:</b></p>	<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> </ul>																				
<p><b>DURATION</b></p>	<p>The contract is on an as and when required basis for a period of three (3) years and the value shall not exceed R200 000.00.</p>																				

<b>CLOSING DATE AND TIME:</b>	Monday 30 May 2011 at 11h00
<b>ENQUIRIES:</b>	Marinus Blankestijn at (011) 951-2487 or email marinusb@mogalecity.gov.za

**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



