



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 services listed hereunder:

**RFQ- COO (IDP) 02/2011**

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE DESIGN, PRINTING AND LAYOUT OF SUMMARY BOOKLETS OF 2010/11 ANNUAL REPORT AND 2011/2016 IDP FOR MOGALE CITY LOCAL MUNICIPALITY.**

**Advertising date: Wednesday 25 May 2011**

**Closing date and time: Friday 3<sup>rd</sup> June 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

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**The following conditions will apply:**

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- 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 proposal 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.

<b>RFQ NUMBER:</b>	RFQ – COO(IDP) 02/2011 For the design, printing and layout of summary booklets for 2010/2011 annual report and 2011/2016 IDP for Mogale City.
<b>ADVERTISING DATE:</b>	Wednesday 25 May 2011
<b>DEPARTMENT:</b>	Office of the Municipal Manager – IDP Section
<b>DESCRIPTION OF SERVICES</b>	<b>SUMMARY BOOKLET OF 2010/2011 ANNUAL REPORT</b>
	<p><b><u>Booklet 1</u></b></p> <ul style="list-style-type: none"> <li>✓ Design</li> <li>✓ Layout</li> <li>✓ Printing of annual reports</li> <li>• A4</li> <li>• Two hundred (200) pages including cover</li> <li>• Cover 250gsm matt varnish</li> <li>• Text 115 gsm gloss Art</li> <li>• Full colour throughout</li> <li>• Perfect bound</li> </ul>
<b>QUANTITY</b>	200 Copies and 20 CDs in paper casing
<b>2. DESCRIPTION</b>	<b>SUMMARY BOOKLET OF 2011 - 2016 IDP</b>
	<p><b><u>Booklet 2</u></b></p> <ul style="list-style-type: none"> <li>✓ Design</li> <li>✓ Layout</li> <li>✓ Printing of Summary Booklet of IDP 2011-16</li> <li>• A4</li> <li>• One hundred and ten (110 ) pages including cover</li> <li>• Cover 250gsm matt varnish</li> <li>• Text 115 gsm gloss Art</li> <li>• Full colour throughout</li> <li>• Perfect bound</li> </ul>
<b>QUANTITY</b>	200 Copies 20 CD's in Paper casing

<b>TECHNICAL EVALUATION CRITERIA</b>	<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 for the Price and 20 points are for specific goals and 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 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 for further evaluation and will not influence the points scored for Price.</p> <table><tr><th>NO.</th><th>DESCRIPTION</th><th>%WEIGHTS</th><th>MIN SCORE</th></tr><tr><td>1</td><td><ul style="list-style-type: none"><li>Qualifications and experience in relation to the requirements set out within this project specification.</li><li>The potential service provider's track record of similar or relevant work.</li></ul></td><td>10</td><td></td></tr><tr><td>2</td><td><ul style="list-style-type: none"><li>Infrastructure and Resources available.</li></ul></td><td>10</td><td></td></tr><tr><td></td><td><b>TOTAL</b></td><td><b>20</b></td><td><b>12</b></td></tr></table> <p>The purpose of the comparison is to ensure a meaningful evaluation; bidders are requested to furnish detailed information of substantiation of compliance to the evaluation criteria. The service provider should at least score the minimum of 12 points out of the 20 points in order to be considered to the next evaluation phase. If any criterion is rated zero points, the tenderer will be rejected, even if the required 12 out of 20 points are achieved.</p> <p>The quotation 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 points Functionality</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>	NO.	DESCRIPTION	%WEIGHTS	MIN SCORE	1	<ul style="list-style-type: none"><li>Qualifications and experience in relation to the requirements set out within this project specification.</li><li>The potential service provider's track record of similar or relevant work.</li></ul>	10		2	<ul style="list-style-type: none"><li>Infrastructure and Resources available.</li></ul>	10			<b>TOTAL</b>	<b>20</b>	<b>12</b>
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2	<ul style="list-style-type: none"><li>Infrastructure and Resources available.</li></ul>	10															
	<b>TOTAL</b>	<b>20</b>	<b>12</b>														
<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>Price schedule (fixed prices including Vat)</li></ul>																

<b>SUBMISSION DATE AND TIME</b>	Friday 3 <sup>rd</sup> June 2011 @ 11h00
<b>SUBMISSION OF QUOTES</b>	Tender Box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Mr Tshepo Legodi at (011) 668-0604 / 083-764-3642 or <a href="mailto:Tshepol@mogalecity.gov.za">email to: Tshepol@mogalecity.gov.za</a>

#### **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



**PRICING SCHEDULE**

**(All prices must be inclusive of VAT)**

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

	<b>TOTAL UNITS</b>	<b>UNIT PRICE (Including VAT)</b>	<b>TOTAL PRICE (Including VAT)</b>
1. Booklet 1	200 Copies and 20 CD's paper casing		
2. Booklet 2	200 Copies and 20 CD's paper casing		
<b>TOTAL</b>			

NAME OF BIDDER: ..... TEL. NO.....

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

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SIGNATURE OF BIDDER

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CAPACITY OF BIDDER

