



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: CORP (ADM) 08/2012
QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND INSTALLATION OF TOILET DISPENSERS AT THE CIVIC CENTRE AND PRESIDENT BUILDING.

Advertising date: Tuesday 22 May 2012

Closing date and time: Wednesday 30 May 2012 @ 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 sixty (60) 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.
 - **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 Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:**
 - **MBD 4. Declaration of Interest**
 - **MBD 6.1 B-BBEE Status Level of Contribution.**
 - **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)
 - No Electronic submissions will be accepted.

**MOGALE CITY LOCAL MUNICIPALITY
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

- **As from the 7 December 2011, all Service providers / contractors must submit valid, certified copies of their BEE certificates from an accredited BEE verification agency with their tender submission.** Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points.
- In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.
- **Electronic (e-mailed or faxed) quotations are not accepted.**

Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points
In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.

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:	CORP (ADM) 08/2012 For the supply, delivery and installation of toilet dispensers at the Civic Centre and President Building.	
ADVERTISING DATE:	Tuesday 22 May 2012	
DEPARTMENT	Department and Section: Corporate Support Services	
DESCRIPTION OF SERVICES	PROJECT SPECIFICATIONS	
	DESCRIPTION	DIMENSIONS IN MILLIMETRES
	❖ JUMBO TOILET DISPENSER 300mm MAXIMUM DIAMETER White with window WEIGHT 1.0 kg	Height375XWidth 340XDepth145
	❖ HAND PAPER TOWEL WHITE with window WEIGHT 1.0 kg	Height 425XWidth 290XDepth 145
	❖ SOAP DISPENSER REFILLIABLE RESEVOIR with DISPOSABLE BOTTLE of 1000ml WHITE with window PERMANENT PUMP of 1-2ml with locking button	HEIGHT250XWIDTH 115XDEPTH115
	❖ AIRFRESHNER 3000meter spray with 2xc cellbattery WHITE with window and backplate	

EVALUATION CRITERIA	<p>FUNCTIONALITY SCORING</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 06 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 be eligible for further evaluation and will not influence the points scored on Price.</p> <p>A bidder that scores less than 06 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 06 out of 10 points are achieved.</p> <ul style="list-style-type: none"> • Available resources to supply deliver and install toilet dispensers.(10) 																					
EVALUATION OF QUOTATION	<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 Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:</p> <table border="1" data-bbox="520 972 1248 1379"> <thead> <tr> <th>BBBEE Status level of contributor</th> <th>Number of points(80/20 system)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20</td> </tr> <tr> <td>2</td> <td>18</td> </tr> <tr> <td>3</td> <td>16</td> </tr> <tr> <td>4</td> <td>12</td> </tr> <tr> <td>5</td> <td>8</td> </tr> <tr> <td>6</td> <td>6</td> </tr> <tr> <td>7</td> <td>4</td> </tr> <tr> <td>8</td> <td>2</td> </tr> <tr> <td>Non –complaint contributor</td> <td>0</td> </tr> </tbody> </table>	BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	16	4	12	5	8	6	6	7	4	8	2	Non –complaint contributor	0	
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6	6																					
7	4																					
8	2																					
Non –complaint contributor	0																					
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 8 and MBD 9 • Copy of latest municipal account • Price schedule (fixed prices including Vat) 																					
TURNAROUND TIMES	<p>Turnaround time from receipt of official order will bedays.</p>																					

PRINCING	The prices for the supply, delivery of toilet dispensers must be inclusive of installation and Vat.
CLOSING DATE AND TIME	Wednesday 30 May 2012 at 11.00am
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Thandeka Tsengiwe at (011) 951 2512

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 sixty (60) days.

NAME OF THE BIDDER:

CONTACT PERSON:

TEL/ CELL NO:

FAX NO:

SIGNATURE OF BIDDER

CAPACITY OF BIDDER

PRICING SCHEDULE INCLUSIVE OF INSTALLATION AND VAT

NAME OF BIDDER:	QUOTATION NUMBER: ...CORP (ADM) 08/2012
CLOSING DATE: MONDAY: WEDNESDAY 30 MAY 2012	CLOSING TIME: 11:00

ITEM	DISCRIPTION	DIAMENSION IN MILLIMETRES (MM)	QUANTITIES	Price (including Installation & VAT)
1.	JUMBO TOILET DISPENSER: - 300mm Maximum Diameter - White with window - Weight 1.0kg	Height width x Depth 375x 340 x145	1	
2.	HAND PAPER TOWEL - White with window - WEIGHT: 1.0KG	Height width x Depth 425x290x145	1	
3.	SOAP DISPENSER REFILLABLE RESEVOIR with DISPOSABLE BOTTLE of 1000ml - White with window - PERMANENT PUMP of 1-2ml with locking button	Height width x Depth 250 X115X115	1	
4.	AIRFRESHNER: - 3000meter spray with 2xc Cellbattery - WHITE with window and backplate	Height width x Depth 240 X100X80	1	
TOTAL				R

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SIGNATURE

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DATE