



Ref: Maropeng Mokhatla (SCM)

Tel: (011) 951-2541/2014/16

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 (IT) 06/2012

QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED SERVICE PROVIDERS FOR THE INSTALLATION, TROUBLESHOOTING, REPAIRS AND MAINTENANCE OF NETWORK POINTS AND FIBRE LINKS ON AN AS AND WHEN REQUIRED BASIS FOR PERIOD OF TWO (2) YEARS.

Advertising date: Friday 29 July 2011

Closing date and time: Thursday 11 August 2011 @ 11:00

Compulsory briefing session will be held on Thursday 4 August 2011 at 11:00, Flip-Uys Boardroom, Civic Centre, Krugersdorp.

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 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

RFQ NUMBER:	Q – Corp (IT) 06/2012 Appointment of an Experienced service provider for the installation, troubleshooting, repairs and maintenance of network points and fibre links on an as and when required for a period of two (2) years.
ADVERTISING DATE:	Friday 29 July 2011
DEPARTMENT:	Corporate Support Services: IT Section
DESCRIPTION OF SERVICES	<p align="center">TERMS OF REFERENCE</p> <p>1. BACKGROUND:</p> <p>Mogale City Local Municipality invites experienced and competent Service providers to submit quotations for the installation, troubleshooting, repairs and maintenance of network points and fibre links at the Civic Centre and all offices within Municipal boundaries on an as and when required basis for the period of twenty-four (24) months.</p> <p>In 2010 the Municipality undertook a project to upgrade its existing CAT5 cabling to CAT6 cabling in some of 165 sites. The scope of the project included the replacement of all the existing cabling, switched and cabinets at the Civic Centre and remote offices within the Municipal boundaries. The project was completed on 21st of October 2010. The Municipality has to ensure that all users are connected to the network and therefore requires the services of a potential Service Provider to install, test, troubleshoot and label network points and fibre links.</p> <p>2. SCOPE OF WORK:</p> <p>The scope of work for the project will include the following:</p> <ul style="list-style-type: none"> • The installation, troubleshooting, testing, labelling of network points; • The installation, troubleshooting and testing of fibre links; • Installation of patch panels and brush panels when required. <p>3. DELIVERABLES:</p> <p>The Municipality is committed to ensure network connectivity to all the users and offices within the Municipal boundaries.</p>

4. SKILLS AND EXPERTISE REQUIRED:

The successful Service Provider should have the relevant expertise in a Local Area Networking environment.

5. PRICING SCHEDULE (All prices must be inclusive of VAT)

DESCRIPTION	QUANTITY	UNIT PRICE (VAT Inclusive)
Installation of a new network point	1	
Labelling of a network point	1	
Additional network cabling (per meter)	1	
Additional Fly lead	1	
Additional Patch cord	1	
Additional Brush panel	1	
Additional Patch panel	1	
Testing/fixing a faulty network point	1	
Trunking (per meter)	1	
Installation of a new fibre link	1	
Additional fibre cabling (per meter)	1	
Testing/splicing of a fibre link	1	
Call out fee (if applicable)	xxxx	
Emergency call out fee (if applicable)	xxxx	
Labour (if applicable)	xxxx	
Transportation Costs (per kilometre) (Only applicable to remote sites)	p/km	

6.GUARANTEE

The supplier shall offer a guarantee on the material and workmanship for at least twelve (12) months. The guarantee must imply that any fault that develops due to structural or craftsmanship will be rectified at the bidder's expense.

EVALUATION CRITERIA**FUNCTIONALITY SCORING CRITERIA**

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

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

NO	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1	<ul style="list-style-type: none"> The service providers experience and track record of similar or relevant works. 	10	
2	<ul style="list-style-type: none"> Available resources and equipment to execute the project 	10	
	TOTAL	20	12

The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.

80 points for Price

- 20 Preference points:
 - HDI (Historically Disadvantaged) (MBD 6.1) 5 points
 - Female Equity (MBD 6.1) 1 point
 - 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:

- 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)

BRIEFING SESSION

Compulsory briefing session will be held on Thursday 4 August 2011 at 11:00 Flip-Uys Boardroom , Civic Centre, Krugersdorp

PRICING

The total value of this contract will not exceed the official quotation threshold of R200 000.00 for a period of two (2) years. Please attach a comprehensive pricing schedule as per terms of reference.

CLOSING DATE AND TIME:

Thursday 11 August 2011 at 11h00

SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Sandile Mtshali at (011) 951-2552/ 076 837 7850 at IT Department

PLEASE INDICATE THE ESCALATION INDEX APPLICABLE (IF APPLICABLE) IN YEAR 2

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Conditions:

- All prices quoted must be **VAT inclusive**
- All prices submitted must be fixed for the period of the quotation
- All prices quoted must be valid for thirty (30) days
- No tipp-ex or correction fluid may be used on the quotation document
- Quotations completed in pencil or any erasable pen will be regarded as invalid.
- If the pricing schedule is not signed the quotation will not be considered.
- Late and incomplete submissions will invalidate the quotation submitted.

NAME OF THE BIDDER: CONTACT PERSON:.....

TEL/ CELL NO: FAX NO:

.....
SIGNATURE

.....
DATE

