



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 07/2012

QUOTATIONS ARE HEREBY INVITED FROM EVENT MANAGEMENT SERVICE PROVIDERS FOR THE CELEBRATION OF WOMEN'S DAY ON 31 AUGUST 2011 AT THE CENTENARY HALL, MOGALE CITY.

Advertising date: Friday 29 July 2011

Closing date and time: Thursday 11 August 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

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 07/2012 Appointment of events management service provider for the celebration of women’s day on 31 August 2011 at the Centenary Hall, Mogale City. | | | | | | | | | | | | | | | |
|--------------------------------|--|-------|------------|-------|-------------|------------|--|--------------------|-----------|---------|-----------|---------|-----------|--|--|---|
| ADVERTISING DATE: | Friday 29 July 2011 | | | | | | | | | | | | | | | |
| DEPARTMENT: | Corporate Support Services: Employee Wellness Services | | | | | | | | | | | | | | | |
| DESCRIPTION OF SERVICES | <p align="center">1. Background</p> <p>Women’s day celebration will be hosted for women as part of Employee Wellness Services (EWS) planning. It is a priority project that is expected from all public sectors. Representation will be invited from Municipal Manager’s office, senior officials and employees.</p> <p>Approximately six hundred and fifty hundred (650) Municipal women employees, must be served with lunch meal including juice. The caterer must supply all cutleries, crockery, serving equipment etc. Please include a comprehensive menu for comparison purposes.</p> <p align="center">2. GIFTS FOR SIX (6) SPEAKERS</p> <p>Maximum of R300.00 should be spent per gift pack per speaker which will include to the following or any other alternative gift pack.</p> <ul style="list-style-type: none"> ○ Shawl ○ thermo flask ○ Wine ○ Hand Lotion <p align="center">3. DECORATIONS</p> <table border="1"> <thead> <tr> <th></th> <th>Quantities</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>White cover</td> <td>600 chairs</td> <td rowspan="4"></td> </tr> <tr> <td>White table cloths</td> <td>60 tables</td> </tr> <tr> <td>Overlay</td> <td>60 tables</td> </tr> <tr> <td>Flowers</td> <td>60 tables</td> </tr> <tr> <td colspan="2"></td> <td>R</td> </tr> </tbody> </table> | | Quantities | Price | White cover | 600 chairs | | White table cloths | 60 tables | Overlay | 60 tables | Flowers | 60 tables | | | R |
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| Flowers | 60 tables | | | | | | | | | | | | | | | |
| | | R | | | | | | | | | | | | | | |

EVALUATION CRITERIA

4. ENTERTAINMENT

Provision of a Singer/poet or any form that a service provider may propose

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5. LUNCH for 650 women should include the following :

- Rice, Stamp, Dumplings
- Beef stew and chicken
- Two vegetables
- Two salads
- 100% Juice

6. 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: | <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 11 August 2011 at 11h00 |
| SUBMISSION OF QUOTES | Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp |
| ENQUIRIES: | Dr.Priscilla Lekgetho at (011) 951 2545 /071 851 2332 |

CORP 07/2012

PRICING SCHEDULE
(All prices must be inclusive of VAT)

| Description | Specify | Price per person | Total of 650 women employees |
|-----------------------|---|------------------|------------------------------|
| Rice, Samp | <ul style="list-style-type: none">▪ Rice▪ Samp | | |
| Beef stew and chicken | <ul style="list-style-type: none">▪ Chicken▪ Beef stew | R | |
| Two vegetables | <ol style="list-style-type: none">1.2. | | |
| Two salads | Salad 1: <ul style="list-style-type: none">▪ Salad 2: <ul style="list-style-type: none">▪ | | |
| 100% Juice | | | |
| Total | | R | |

.....
SIGNATURE

.....
DATE

7. SUMMARY PRICING SCHEDULE

| Item | Description | Total Price (Including VAT) |
|------|-------------------------------|-----------------------------|
| 1. | Gifts for six guest speakers | |
| 2. | Decorations | |
| 3. | Entertainment | |
| 4. | Lunch for 650 women employees | |
| 5. | Events management fee | |
| | Grand Total | R |

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: