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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- EM(SP) 01/2012

QUOTATIONS ARE HEREBY INVITED FROM TRANSPORT SERVICE PROVIDERS FOR RENDERING TRANSPORT SERVICES IN 65-SEATER BUSES AND 22-SEATER BUSES TO TRANSPORT PARTICIPANTS FROM FIVE RURAL AREAS TO AND FROM PUBLIC PARTICIPATION MEETINGS FROM THE 2ND NOVEMBER 2011 TO 14 NOVEMBER 2011.

Advertising date: Thursday 20 October 2011

Closing date and time: Friday 28 October 2011 @ 11:00

Compulsory Briefing Session will be held on Tuesday 25 October 2011 at 14:00 at the Council Chamber, 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**
- 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 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:	RFQ –EM(SP) 01/2012 For transport services in 65-seater buses and 22-seater buses to and from public participation meetings from the 2 nd to 14 November 2011.																						
ADVERTISING DATE:	Wednesday 20 October 2011																						
DEPARTMENT:	Executive Mayor's Office – Office of the Speaker																						
DESCRIPTION OF SERVICES / GOODS	Mogale City Local Municipality requires transport services of buses to transport participants from five rural areas to and from public participation meeting of integrated development plan and budget compilation process from the 2 nd to 14 November 2011.																						
	<p>TECHNICAL EVALUATING CRITERIA All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be divided into 80 points for Price and 20 points for Functionality in the below mentioned criteria</p> <p>The criteria for the evaluation of the technical aspect of the submitted quotation will include, but not limited, to the following elements:</p> <table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>WEIGHT</th> <th>MINIMUM SCORE</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Attach the Route Permit for the required number (number of buses varies per venue and per date) of 65-seater buses as well as the required 22-seater buses to be used for the duration of the contract. (3 points per route permit per bus) </td> <td align="center">12</td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> Attach copy of valid license disc for each bus (3 points per disc per bus) </td> <td align="center">12</td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> Attach the copy of the driver's valid license for the buses </td> <td align="center">05</td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> Attach the public drivers permit (PRDP) </td> <td align="center">05</td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> Infrastructure and Resources available: Either owned or rented buses (2 points per bus availability) </td> <td align="center">08</td> <td></td> </tr> <tr> <td align="right">TOTAL</td> <td align="center">43</td> <td align="center">28</td> </tr> </tbody> </table>		DESCRIPTION	WEIGHT	MINIMUM SCORE	<ul style="list-style-type: none"> Attach the Route Permit for the required number (number of buses varies per venue and per date) of 65-seater buses as well as the required 22-seater buses to be used for the duration of the contract. (3 points per route permit per bus) 	12		<ul style="list-style-type: none"> Attach copy of valid license disc for each bus (3 points per disc per bus) 	12		<ul style="list-style-type: none"> Attach the copy of the driver's valid license for the buses 	05		<ul style="list-style-type: none"> Attach the public drivers permit (PRDP) 	05		<ul style="list-style-type: none"> Infrastructure and Resources available: Either owned or rented buses (2 points per bus availability) 	08		TOTAL	43	28
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	<ul style="list-style-type: none"> ❖ Compulsory Roadworthy inspections of all the buses will be conducted by Community Safety of Mogale City Local Municipality. <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 28 points out of the 48 points in order to be considered to the next evaluation phase.</p> <p>If any criterion is rated zero points, the tenderer will be rejected, even if the required 28 out of 43 points are achieved.</p>
OTHER DOCUMENTS REQUIRED	<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"> • 80 points Price <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 20 points in respect of functionality will be disqualified.</p> <ul style="list-style-type: none"> • 20 Preference points: <ul style="list-style-type: none"> ○ HDI (Historically Disadvantaged) (MBD 6.1) 6 points ○ Female Equity (MBD 6.1) 2 points ○ Disabled ownership (MBD 6.1) 1 point ○ Promotion of SMME's (MBD 6.3) 3 points ○ Mogale Based companies (MBD 6.11) 8 points
OTHER DOCUMENTS	<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 and MBD 8 • Copy of latest municipal account • Price schedule (fixed prices including Vat)
SUBMISSION DATE AND TIME	Friday 28 October 2011 @ 11h00
COMPULSORY BRIEFING SESSION	Compulsory Briefing Session will be held on Tuesday 25 October 2011 at 14:00 at the Council Chamber, Civic Centre, Krugersdorp.
SUBMISSION OF QUOTES	Tender Box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp

ENQUIRIES:

Mr Tshepo Mathodlana at 072 040 2462 or [email to:
Tshepoma@mogalecity.gov.za](mailto:Tshepoma@mogalecity.gov.za)

ANNEXURE A

PROPOSED WARD AND SECTOR ROLL-OUT SCHEDULE

RURAL NORTH & WEST

Ward No	Venue	Date	Time	Attendees	Coordinator	Pick-up Points
Ward 30	NELSON MANDELA HALL	05 / 11 / 2011 (Saturday).	09h00	Executive Mayor, Speaker, Chief Whip, MMCs and All Executive Managers	Daniel Mlilo 073 1553 913 Ward Thirty One Offices. (Magaliesburg)	Hartley, Golden Harvest, Ga Mogale and Golden Valley then Nelson Mandela Hall (1 x 65-seater Bus)
Ward 31					Peace Banda 082 310 7744 and (011) 952 – 2485 Ward Thirty Offices. (Tarlton)	Orient Hills, Kwaggafontein, Smokedown, Tsakane and Block Six then Nelson Mandela Hall (1 x 65 –seater Bus)
Ward 32					Aaron Phaho 078 769 4345 Ward Thirty Two Offices. (Hekpoort and Kroomdraai)	Festive, Bekker, Manhaarsrand, Doringhoek, Hartebeesfontein and Mini Market then Nelson Mandela Hall (1 x 65-seater Bus)

RURAL SOUTH & EAST

Ward No	Venue	Date	Time	Attendees	Coordinator	Pick-up Points
Ward 23 Ward 28 Ward 29 Ward 33	MULDERSDRIFT MPCC.	06 / 11 / 2011 (Sunday)	09h00	Executive Mayor, Speaker, Chief Whip, MMCs and All Executive Managers	Busi Galetuke 084 234 8807 Ward Twenty Three Offices Eunice Setlhabakgomo 079 350 2900 Ward Twenty Three Offices	Thembaletu, Joe Slovo, Ward 28 Spar, Plot 140 Copper Road then to Muldersdrift MPCC (1 x 65-seater Bus). Noodgedagt, Joe Slovo, Kromdraai ,Zwartkop, Muldersdrift then Muldersdrift MPCC (1 x 65-seater Bus)

CBD EAST, WEST, NORTH, SOUTH AND CENTRAL

Ward No	Venue	Date	Time	Attendees	Coordinator	Transport & Pick-up Points
All CBD Wards	CENTENARY HALL	07 /11/2011 (Monday)	18h00	Executive Mayor, Speaker, Chief Whip, MMCs and All Executive Managers	Councilor to coordinate	N/A
Ward 09						
Ward 17						
Ward 18						
Ward 20						
Ward 21						
Ward 22						
Ward 26						
Ward 29						

ALL MUNSIEVILLE WARDS.

Ward No	Venue	Date	Time	Attendees	Coordinator	Pick-up Points
Ward 24 Ward 25 Ward 27	MUNSIEVILLE HALL	08 / 11 / 2011 (Tuesday)	18h00	Executive Mayor, Speaker, Chief Whip, MMCs and All Executive Managers	Hilda Thejeng (011) 953 2851 073 500 0957 Ward Twenty Four Offices	Rooi Maspala, Schoolboard all extensions, Munsieville Central, Pango Camp, Sterkfontein (2 x 65-seater Bus)

KAGISO CENTRAL, EAST, SOUTH AND NORTH

Ward No	Venue	Date	Time	Attendees	Coordinator	Pick-up Points
Kagiso East (with Central) Ward 6 Ward 7 Ward 8 Ward 9 Ward 10 Ward 11 Ward 12 Ward 13 and Ward 19	KAGISO HALL	09/11 /2011 (Wednesday)	18h00	Executive Mayor, Speaker, Chief Whip, MMCs and All Executive Managers	Councilor to coordinate	Bosele Primary School, W.D Oliphant Primary school,S.G Mafaesa High School, Mosupatsela High School, Kagiso Junior, Sonap, Ward 7 Office, Shell Garage-Geba Street (1 x 65-seater Bus)

Ward No	Venue	Date	Time	Attendees	Coordinator	Pick-up Points
Kagiso North (with Central) Ward 9 Ward 14 Ward 15 Ward 16 Ward 26	KAGISO HALL	09 /11/ 2011 (Wednesday)	18h00	Executive Mayor, Speaker, Chief Whip, MMCs and All Executive Managers	Councilor to coordinate	Tudor Shaft, Singobile Crenche, Living Water Church, Mnqandashe Hostel, Luipaardsvlei, Mindalore. (1 x 65-seater Bus)

KAGISO WEST

Ward No	Venue	Date	Time	Attendees	Coordinator	Pick-up Points
Ward 1 Ward 2 Ward 3 Ward 4 Ward 5 Ward 34	LUSAKA MPCC	10 / 11 / 2011 (Thursday)	18h00	Executive Mayor, Speaker, Chief Whip, MMCs and All Executive Managers	Councilor to coordinate	RDP Hall , Ward Offices, Extension 2 &3 Taxi Rank Extension 12 -Taxi Rank Extension 12 – Hall Kid Maponya Primary Ward 4 High School (2 x 65-seater Bus)

AZAADVILLE

Ward No	Venue	Date	Time	Attendees	Coordinator	Pick-up Points
Azaadville	AZAADVILLE COMMUNITY HALL	14 /11/2011 (Monday)	20h00	Executive Mayor, Speaker, Chief Whip, MMCs and All Executive Managers	Councilor to coordinate	RDP – Hall (Ward 34) (1 x 22-seater Bus)

PROPOSED SCHEDULE FOR SECTOR MEETINGS

SECTOR	Venue	Date	Time	Facilitator
BUSINESS	Council Chamber/Town Hall	02 / 11 / 2011 (Wednesday)	09h00 to 11h00	Councillor Friedman - MMC LED.
CBOs and NGOs (Including Safety).	Council Chamber/Town Hall	02 / 11 / 2011 (Wednesday).	12h00 to 13h00	Councilor Setswalo-Moja MMC Sports
YOUTH	Council Chamber/Town Hall	02 / 11 / 2011 (Wednesday)	14h00 to 16h00	Councilor Kufa MMC Community Safety.
RELIGIOUS	Council Chamber/Town Hall	03 / 11 / 2011 (Thursday)	09h00 to 11h00	Councilor Mathe – MMC Health.
LABOUR	Council Chamber/Town Hall	03 / 11 / 2011 (Thursday)	11h30 to 13h00	Councillor Mangole – MMC Corporate Support Services.

SECTOR CONSULTATIONS	VENUE	DATE	TIME	ATTENDEES	PICK-UP POINTS
Youth, Religion, Labour, Business, Security, CBOs, NGOs	Council Chamber/ Town Hall	02 and 03 November 2011	09h00 and 16h00	<ul style="list-style-type: none"> • IDP with Budget Officials • Executive Mayor, Chief Whip, Speaker, MMCs Executive Managers • CLO and Cooperate Support Services, • Public Participation IDP Team 	<p>RDP, Ward 34, Lusaka MPCC, Extension 12 Hall and Taxi Rank ,Sonop, Kagiso Hall, Kagisanong, Sinqobile, Ward 16 and 26 (1 x 22 – Seater bus)</p> <p>Munsieville Hall , School Board, Hekpoort Raid Center, Video Center, Muldersdrift, Spar (1 x 22 – Seater bus)</p> <p>Magaliesburg Community Centre, Tarlton, Kroomdraai, Ward 33, Pinehaven (1 x 22 – Seater bus)</p>

- ❖ Ward Councilors with coordinators will be responsible for coordination of buses.
- ❖ MCLM, through the Public Participation IDP will continuously interact with appointed transport service provider/s for daily running of the programme for the entire period
- ❖ **COLLECTION TIMES:** Collection time for all 09h00 meetings must be 6h00 am
Collection time for all 18h00 meetings must be 16h00 pm
Collection time for all 20h00 meetings must be 18h00 pm

PRICING SCHEDULE

RFQ-EM (SP) 01/2012
 CLOSING TIME: 11H00

NAME OF BIDDER: _____
 CLOSING DATE: FRIDAY 28 OCTOBER 2011

DATE AND VENUE	PICK-UP POINT	65-Seater bus All tariffs must be for return fee, including driver and inclusive of VAT	22-Seater bus
05-11-2011 NELSON MANDELA HALL	<p>Hartley, Golden Harvest, Ga Mogale and Golden Valley then Nelson Mandela Hall</p> <p>1 x 65-seater Bus</p> <p>Orient Hills, Kwaggafontein, Smokedown, Tsakane and Block Six then Nelson Mandela Hall</p> <p>1 x 65 –seater Bus</p> <p>Festive, Bekker, Manhaarsrand, Doringhoek, Hartebeesfontein and Mini Market then Nelson Mandela Hall</p> <p>1 x 65-seater Bus</p>	<p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R _____</p> <p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R _____</p> <p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R _____</p>	N/A

DATE AND VENUE	PICK-UP POINT	65-Seater bus All tariffs must be for return fee, including driver and inclusive of VAT	22-Seater bus
06-11 -2011 MULDERSDRIFT MPCC	<p>Themba lethu, Joe Slovo, Ward 28 Spar, Plot 140 Copper Road then to Muldersdrift MPCC</p> <p>(1 x 65-seater Bus).</p> <p>Noodgedagt, Joe Slovo, Kromdraai ,Zwartkop, Muldersdrift then Muldersdrift MPCC</p> <p>(1 x 65-seater Bus)</p>	<p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R _____</p> <p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R _____</p>	N/A

DATE AND VENUE	PICK-UP POINT	65-Seater bus All tariffs must be for return fee, including driver and inclusive of VAT	22-Seater bus
08 -11 -2011 MUNSIEVILLE HALL	Rooi Maspala, Schoolboard all extensions, Munsieville Central, Pango Camp, Sterkfontein (2 x 65-seater Bus)	Name of driver: _____ Registration no of bus: _____ Tariff: R _____ Name of driver: _____ Registration no of bus: _____ Tariff: R _____	N/A

DATE AND VENUE	PICK-UP POINT	65-Seater bus All tariffs must be for return fee, including driver and inclusive of VAT	22-Seater bus
09-11 -2011 KAGISO HALL	<p>Bosele Primary School, W.D Oliphant Primary school, S.G Mafaesa High School, Mosupatsela High School, Kagiso Junior, Sonap, Ward 7 Office, Shell Garage- Geba Street</p> <p>(1 x 65-seater Bus)</p> <p>Tudor Shaft, Singobile Crenche, Living Water Church, Mnqandashe Hostel, Luipaardsvlei, Mindalore.</p> <p>(1 x 65-seater Bus)</p>	<p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R _____</p> <p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R _____</p>	N/A

DATE AND VENUE	PICK-UP POINT	65-Seater bus All tariffs must be for return fee, including driver and inclusive of VAT	22-Seater bus
10 -11 -2011 LUSAKA MPCC	RDP Hall , Ward Offices, Extension 2 &3 Taxi Rank Extension 12 -Taxi Rank Extension 12 – Hall Kid Maponya Primary Ward 4 High School (2 x 65-seater Bus)	Name of driver: _____ Registration no of bus: _____ Tariff: R _____ Name of driver: _____ Registration no of bus: _____ Tariff: R _____	N/A

DATE AND VENUE	PICK-UP POINT	65-Seater bus All tariffs must be for return fee, including driver and inclusive of VAT	22-Seater bus
14 -11 -2011 AZAADVILLE COMMUNITY HALL	RDP – Hall (Ward 34) (1 x 22-seater Bus)	N/A	Name of driver: _____ Registration no of bus: _____ Tariff: R_____

DATE AND VENUE	PICK-UP POINT	65-Seater bus All tariffs must be for return fee, including driver and inclusive of VAT	22-Seater bus
02 -11 -2011 COUNCIL CHAMBER / TOWN HALL	<p>RDP, Ward 34, Lusaka MPCC, Extension 12 Hall and Taxi Rank ,Sonop, Kagiso Hall, Kagisanong, Sinqobile, Ward 16 and 26</p> <p>(1 x 22 – Seater bus)</p> <p>Munsieville Hall , School Board, Hekpoort Raid Center, Video Center, Muldersdrift, Spar</p> <p>(1 x 22 – Seater bus)</p> <p>Magaliesburg Community Centre, Tarlton, Kroomdraai, Ward 33, Pinehaven</p> <p>(1 x 22 – Seater bus)</p>	N/A	<p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R_____</p> <p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R_____</p> <p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R_____</p>

DATE AND VENUE	PICK-UP POINT	65-Seater bus All tariffs must be for return fee, including driver and inclusive of VAT	22-Seater bus
03 -11 -2011 COUNCIL CHAMBER / TOWN HALL	<p>RDP, Ward 34, Lusaka MPCC, Extension 12 Hall and Taxi Rank ,Sonop, Kagiso Hall, Kagisanong, Singobile, Ward 16 and 26 (1 x 22 – Seater bus)</p> <p>Munsieville Hall , School Board, Hekpoort Raid Center, Video Center, Muldersdrift, Spar (1 x 22 – Seater bus)</p> <p>Magaliesburg Community Centre, Tarlton, Kroomdraai, Ward 33, Pinehaven (1 x 22 – Seater bus)</p>	N/A	<p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R_____</p> <p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R_____</p> <p>Name of driver: _____</p> <p>Registration no of bus: _____</p> <p>Tariff: R_____</p>

Total Amount of for the entire period, from the 2nd to the 14 November 2011 including all tariffs, driver and VAT:

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.

NAME OF THE BIDDER: CONTACT PERSON:

TEL/ CELL NO: FAX NO:

SIGNATURE DATE:.....

