



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: SS (SR) 01/2012

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS TO PROVIDE
BRANDED SPORTS CLOTHING FOR THE ANNUAL OR TAMBO GAMES WHICH WILL BE
HELD ON THE 21 OCTOBER 2011**

Advertising date: Friday 26 August 2011

Closing date and time: Tuesday 06 September 2011 @ 11:00

**A compulsory briefing session will be held 31 August 2011 @10:00 at the Krugersdorp
Library Auditorium, Cnr Von-Brandis and Market Street**

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 as stipulated

RFQ NUMBER:	Q – SS (SR) 01/2012 Appointment of a service provider to provide branded sports clothing for the annual OR TAMBO Games which will be held on the 21 October 2011
ADVERTISING DATE:	Friday 26 August 2011
DEPARTMENT:	Social Services: Sports and Recreation
SPECIAL CONDITIONS	<p>Availability of all sizes: sizes to be provided will range from Small (S) to XXXXXLarge (5XL), and bidders should be able to supply all the sizes. Breakdown of sizes will only be provided once the final teams have been announced (27 September 2011).</p> <p>Colours: Service provider to indicate which colours they are able to provide</p> <p>The supplier will be advised on the colours for the merchandise by the section. All 211 units per item must be of the same colour.</p> <p>All ordered items should be delivered on or before 07 October 2011</p>

DESCRIPTION OF SERVICES

TERMS OF REFERENCE

1. BACKGROUND:

The OR Tambo games are held on an annual basis for all Municipalities to participate in various sporting codes. It required that the different Municipalities which take part should be easily recognized. The branded sports clothing will assist in achieving this objective, as the clothing with feature the official Mogale City Logo.

2. SCOPE OF WORK:

The scope of work for the project will include the following:

1. Item: Tracksuits

Quantity: 211

Specifications

Tracksuits to be made out of 100% Polyester (micro-active) fabric
Tracksuit sizes to range from Small (S) to XXXXXLarge (5XL)

- Jacket:
 - net lining on inside
 - rubbing on sleeves
 - rubbing on edges
 - 2 side pockets
 - Mogale City Local Municipality logo to be embroidered
- Pants:
 - net lining on inside
 - elasticated waistband, with string
 - zip on bottom edge of pants
 - 2 side pockets

2. Item: Golf- shirts

Quantity: 211

Specifications

Golf-shirt sizes to range from Small (S) to XXXXXLarge (5XL)

- 260 pique knit
- Heavy-weight , cotton rich
- Double needle stitching on shoulders, armholes, sleeves, hem
- Reinforced placket, with 3 tonal buttons
- Mogale City Local Municipality logo to be embroidered

3. Item: Cap

Quantity: 211

Specifications

- Structured six panel
- Heavy brushed cotton fabric
- Low profile
- Velcro closure
- Mogale City Local Municipality logo to be embroidered

ALL SERVICE PROVIDERS ARE REQUIRED TO SUBMIT SAMPLES ON THE CLOSING DATE

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 	5	
3	<ul style="list-style-type: none"> Quality of sample submitted as per specification 	5	
	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

EVALUATION CRITERIA

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)

PRICING

The total value of this contract will not exceed the official quotation threshold of R200 000.00. Please attach a comprehensive pricing schedule as per terms of reference.

BRIEFING SESSION	31 August 2011 @10:00 at the Krugersdorp Library Auditorium, Cnr Von-Brandis and Market Street
CLOSING DATE AND TIME:	Tuesday 06 September 2011 at 11h00
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Ofentse Lebethe at 079 493 2515 at Sports and Recreation

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

PRICING SCHEDULE
(All prices must be inclusive of VAT)

DESCRIPTION	Small UNIT PRICE (VAT Inclusive)	Medium UNIT PRICE (VAT Inclusive)	Large UNIT PRICE (VAT Inclusive)	Xtra large UNIT PRICE (VAT Inclusive)	5xLarge UNIT PRICE (VAT Inclusive)
Tracksuits Pants (all same colour)	R	R	R	R	R
Tracksuits jackets (all same colour)	R	R	R	R	R
Golf- shirts(all same colour – to match pants and jacket)	R	R	R	R	R
Caps(all same colour – to match pants and jacket and cap)	R	R	R	R	R

The total number tracksuits, Golf-shirts and caps to be ordered will be 211.

Delivery period after receipt of the official order _____