



Ref: Violet Sebola (SCM)

Tel: (011) 951-2014/2541/2177/2016

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 goods listed hereunder

RFQ: CORP (ADM) 04/2013

PROPOSALS ARE HEREBY INVITED FROM EXPERIENCED SERVICE PROVIDERS TO CARRY OUT DUE DILIGENCE OF THE SUPPLY CHAIN PROCESS WITHIN MOGALE CITY LOCAL MUNICIPALITY.

Advertising date: Monday 25 February 2013

Closing date and time: Friday 01 March 2013 @ 12:00

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.
- 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: 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)

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

Mogale City Local Municipality requests a quotation on the goods 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- CORP(ADM) 04/2013: Proposals are hereby invited from experienced service providers to carry out due diligence of the supply chain process within Mogale City Local Municipality
ADVERTISING DATE:	Monday 25 February 2013
DEPARTMENT:	Corporate Services
DESCRIPTION OF GOODS	<p style="text-align: center;"><u>TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT A DUE DILIGENCE OF THE SUPPLY CHAIN PROCESS WITHIN MOGALE CITY LOCAL MUNICIPALITY</u></p> <p>Mogale City Local Municipality (“the Municipality”) invites proposals from experienced Service providers in response to this Request for Proposals (“RFP”) to provide services of carrying out a due diligence of the supply chain process.</p> <p>Mogale City Local Municipality will not provide reimbursement for any expenses incurred in connection with this RFP, including the costs of preparing the response, providing any additional information and attending an interview.</p> <p>All material submitted in response to this RFP will become the sole property of the Municipality. The Municipality expressly reserves the right to utilize any and all ideas submitted in the proposals received unless covered by legal or proprietary rights.</p> <p>Physical inspection and interviews of the qualifying Service providers may be conducted at the Municipality’s discretion on a specific day or days to be disclosed later in the RFP process. All qualifying Service providers will be notified of the proposed interview /inspection date(s) in advance.</p> <p>II <u>APPOINTMENT PERIOD</u></p> <p>The term of the appointment to carry out the exercise will be a period of 3 (THREE) weeks. The Municipality may, in its sole discretion, terminate the appointment at any time during that term.</p>

III. SCOPE OF SERVICES

- The Municipality expects from time-to-time to require exercises of due diligence in areas as specified below. While the Municipality has competent in-house capacity with experience in many of these areas, we seek to augment our existing capabilities by being able to draw upon the resources of external expertise when needed and as issues arise. It is expected that the appointed Service provider shall, provide the service diligently and in a professional manner.

Services would be expected to include:

- (a) Advising the Municipality on the completeness and effectiveness of the supply chain management process within Mogale City Local Municipality;
 - (b) Advising the Municipality in connection with potential irregularities in the process that may impact on the fairness of the Supply chain management process;
 - (c) Advising the Municipality with respect to compliance and corporate governance issues within the supply chain management process with specific reference to certain pinpointed areas.
 - (d) Advising the Municipality on the effectiveness or otherwise of internal controls implemented as well as making recommendations on how such controls can be improved.
- The Service provider shall exercise all reasonable skill, care and diligence in discharging his obligations in terms of the agreement and shall comply with all Prevailing Legislation relating to the rendering of the Services.
 - The Services will be rendered in a timely manner as per the request for services required, and the Service provider will use reasonable endeavors to adhere to the time limits agreed upon when instructions are furnished.
 - The Service provider will be expected to respond to any issue raised by telephone, fax or e-mail within 24 hours and to any issue raised in any letter or similar manner within 48 hours;
 - Failure to render Services within a reasonable time shall be regarded as non-performance and may lead to termination of the mandate.

IV. PROPOSAL REQUIREMENTS

Following is a list of the information to be provided by the Proposer for the services sought. A proposal that does not include the information required below may be deemed non-responsive and subject to rejection.

In setting forth its qualifications, each Service provider shall provide, in concise but adequate detail, the information sought below:

A. Management and Qualifications

1. The Service provider should be in the capacity to handle the volume of work that the municipality instructs them to do within the limited timeframes indicated. It is therefore crucial not to appoint one-person practices as their (in) capacity may prejudice the Municipality’s objectives.
2. Description of the management and personnel structure of the Service provider detailing the number and identity of partners, associates, assistants and clerks;
3. Describe the services that the Service provider could provide to the Municipality.
4. Service providers must have a suitable affirmative action and employment equity plan. The provisions of Local Government Municipal Systems Act and other Prevailing legislations on gender representation should also be adhered to in this process
5. State the names of the partners and associates who would be assigned to the Municipality’s account in each practice area, describe the expected services to be provided by each, provide their resumes including a brief summary of any notable , transactions, issues and/or matters handled by them which you feel demonstrate the nature and extent of their expertise. Describe their anticipated commitments to other clients during the next 3 weeks.
6. Describe the Service providers experience related to the services to be provided in response to this RFP, including a brief summary of any notable appointments, instructions, transactions, issues and/or matters handled by your Service provider which you feel demonstrate the nature and extent of the Service providers expertise and reputation.

	<p>7. Service providers should specifically provide descriptions of the Service provider's involvement, if any, with the following: any Municipality or Government institution in the past five years, including acquisitions, sales and joint ventures that are relevant to this RFP.</p> <p>8. Identify the nature of any potential conflict of interest the service provider might have in providing services to Mogale City Local Municipality.</p> <ul style="list-style-type: none"> - Discuss fully any conflicts of interest, actual or potential, which might arise in connection with the Service provider's involvement with Mogale City Local Municipality. If the Service provider believes that a conflict of interest might arise, please describe how such conflict would be resolved. - Each Service provider must certify in writing that its acceptance of appointment will not create any conflict of interest involving that its appointment. <p>9. Identify any past, pending or threatened litigation or proceedings to which the Service provider, its staff, partners are or were a party and which may affect its reputation and/ or could either materially impair its ability to perform the services envisaged herein and for which this RFP was issued, or will and/ or might materially adversely affect the financial condition of the Service provider.</p> <p>B. Tariff structure/ fee structure</p> <p><u>Proposals shall include the following</u></p> <ol style="list-style-type: none"> 1. Tariffs or hourly rates for the services to be rendered. 2. Statement of any special considerations with respect to billing or payment of fees and expenses that the Service provider offers and that it believes would differentiate it from other Proposers and make the Service provider's services more cost effective for the Municipality. 3. Notwithstanding the rates of the Service provider reflected in its proposal issued: <ul style="list-style-type: none"> ➤ The Municipality will only pay for disbursements, in addition to agreed rates that have only been incurred. Proof of all disbursements must be attached to the statement of account;
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- The Service provider shall not charge the Municipality for local traveling and waiting time;
- The Municipality shall exercise its best endeavors to settle the invoice sent to it by the Service provider within 30 days of receipt of same. The Service provider will not be entitled to charge interest on any unpaid bills unless specifically agreed with the Municipality;
- The Service provider shall advise the Municipality of the most convenient mode of payment of the fees provided that if the preferred mode of payment entails any bank charges, those charges will be for the Service provider's account and the Municipality will have no liability to meet those charges;
- In the event that the Municipality asks the Service provider to cease work in relation to the matter, the Service provider will be entitled to payment of the reasonable fees up to the cessation of work on the matter.

V. EVALUATION AND SELECTION

Evaluation Criteria

A selection committee will evaluate the proposals and make its recommendations for final approval. The selection committee will consider the following factors:

1. Experience as Service providers in the area(s) proposed.
2. Reputation and culture.
3. Technical considerations /competence
4. Confidentiality and security of Mogale City Local Municipality information and data
5. Current customers
6. Overall organisation, completeness, and quality of proposal, including cohesiveness, conciseness, and clarity of response.
7. Physical inspection and Interviews, if conducted.

The non-cost factors listed above will be weighed more heavily than the cost factors during Municipality's evaluation of proposals.

VI PROPOSAL INSTRUCTIONS AND CONDITIONS

A. Limitations

1. This RFP does not commit Mogale City Local Municipality to award a contract, pay any costs incurred in the preparation of a response, or procure or contract for services of any kind whatsoever. The Municipality reserves the right, in its sole discretion, to accept or reject any or all responses as a result of the RFP, to negotiate with any or all Service providers considered, or to cancel this RFP in whole or in part. The Municipality reserves the right to request additional information from all Proposers.
2. Proposers may be requested to clarify the contents of their proposal. Other than to provide such information as may be required by The Municipality, no Proposer will be allowed to alter its proposal or to add new information after the RFP due date.
3. A proposing Service provider may be required to participate in negotiations and to submit any price, technical or other revisions to its proposal which may result from such negotiations.
4. All material submitted in response to this RFP will become the sole property of Mogale City Local Municipality.

B. Proposal Submission

1. Proposals must include a cover letter indicating the mailing address of the office from which the proposal is submitted, the name of the individual who will represent the Service provider as the primary contact person for the proposal, and the e-mail, telephone and facsimile numbers of the primary contact person.
2. Non-responsive proposals include, but are not limited to, those that:
 - (a) are irregular or not in conformance with RFP requirements and instructions;
 - (b) are conditional, incomplete, indefinite or ambiguous;
 - (c) are intended to accomplish only part of the overall work;

(d) have no signature or any improper one; or

(e) are not submitted on time or are submitted at any time via facsimile or e-mail.

Mogale City Local Municipality may waive minor informalities or irregularities in a proposal that are merely a matter of form and not substance and the correction of which would not be prejudicial to other proposals.

C. Addenda: Errors and Omissions

If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, immediate notification to the Municipal Manager in writing must be made, of such error with a request for clarification or modification to the document. Such clarification or modification must not materially alter the tenor of the original proposal.

Should the Mogale City Local Municipality find it necessary, modification to the RFP will be made by addenda. Such modifications may be given by written notice to all parties who have been furnished an RFP.

If a Proposer fails to notify the Mogale City Local Municipality of a known error or an error that reasonably should have been known prior to the final filing date for submission, the Proposer shall assume the risk. If awarded the contract, the Proposer(s) shall not be entitled to additional compensation or time by reason of the error or its late correction.

VIII. APPOINTMENT AND APPROVAL

Mogale City Local Municipality's selection of successful Proposers shall not be binding until a Service Level Agreement has been signed by the Municipality and the successful bidder.

All Service providers shall be notified in writing if they are appointed or not to deliver the service to Mogale City Local Municipality

EVALUATION CRITERIA	<p>The RFQ 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 • 20 points for BBBEE Contribution level <table border="1" data-bbox="564 517 1294 920"> <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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7	4																				
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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 • Schedule (fixed prices including Vat) 																				
CLOSING DATE AND TIME:	Friday 01 March 2013 at 12:00																				
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp																				
ENQUIRIES	Rethabiseng Mokebe Tel: (011) 951 – 2449 Cell: 083 306 4362 Email: Rethabiseng.mokebe@mogalecity.gov.za																				

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.
- Price(s) quoted must be valid for at least sixty (60) days from date of your offer

NAME OF THE BIDDER: TEL/ CELL NO:

CONTACT PERSON FAX NUMBER.....

SIGNATURE OF BIDDER

CAPACITY OF BIDDER