



Ref: Ofentse Matsose(SCM)
Tel: (011) 951-2177/2541/16

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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: CORP (HR) 01/2013

APPOINTMENT OF A SUITABLE QUALIFIED AND REGISTERED INSPECTION AUTHORITY TO CONDUCT OCCUPATIONAL MEDICAL SURVEILLANCES AS PER OCCUPATIONAL HEALTH AND SAFETY ACT AND ITS INCORPORATED REGULATIONS.

Advertising date: Friday 28 September 2012

Closing date and time: Monday 8 October 2012 @ 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 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.
 - **All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:**
 - **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**

- **As from the 7 December 2011, all Service providers / contractors must submit valid, certified copies of their BEE certificates from an accredited BEE verification agency with their tender submission.** Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points.
- In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.
- **Electronic (e-mailed or faxed) quotations are not accepted.**

Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points
In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.

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:	CORP (HR) 01/2013
ADVERTISING DATE:	Thursday: 28 Friday 2012
DEPARTMENT	Corporate Services – (Human Capital Support): OHS
DESCRIPTION OF SERVICES	<p style="text-align: center;">OCCUPATIONAL MEDICAL SURVEILLANCES</p> <p style="text-align: center;">THE SCOPE OF WORK</p> <p>The Mogale City Local Municipality seeks services of the suitable qualified and Registered Inspection Authority to conduct the following Occupational Medical Surveillances as per Occupational Health and Safety Act and its incorporated Regulations:</p> <ul style="list-style-type: none"> ➤ Lung function testing. ➤ Audiograms. ➤ Optometric testing. ➤ Psychometric examination. ➤ Vaccination. <p>PURPOSE</p> <p>The purpose of medical surveillance is to look for abnormal trends in the health status of personnel exposed to chemical or physical hazards so that corrective action can be implemented to prevent or limit disease progression by controlling exposures or</p>

providing medical intervention. Section 8 of the Occupational Health and Safety Act 85 of 1993, requires an employer to provide and maintain an environment that is Safe and free of any hazards and risk that may affect the Health and Safety of its employees.

ACTIVITIES TO UNDERTAKE(DELIVERABLES)

For the project to succeed, the Successful **Approved Inspection Authority** will have to conduct personal Medical surveillances to all the Mogale City Local Municipality employees who may be exposed to,

1. High levels of noise.
2. Hazardous Chemical Substances.
3. High levels of lighting.
4. Evaluating of employees psychometric levels.
5. Compile and present a detailed comprehensive Report.
6. Make proper recommendations based on the outcome of the measuring and monitoring process.

SPECIAL CONDITIONS

It is envisaged that the Successful Service Provider must comply with the following minimum requirements:

1. Registration with the Department of Labour as Approved Inspection Authority.
2. Registration with the relevant Medical professional body.
3. Demonstrate understanding of the OHS Act and the Relevant Regulations.
4. Tax Clearance Certificate.
5. Registration with the Receiver of Revenue.
6. Company Registration certificate

SUBMISSIONS

As a minimum, the proposal should include, among others, the following:

- Proper Methodology and Approach.
- Company Profile with a clearly defined track record on conducting Occupational Medical Surveillances.
- Detailed Project Implementation Plan including a breakdown of time frame for the project.
- Calibration certificates for the monitoring equipment to be used in the project.
- Curriculum Vitae to include qualifications, experience profile of the individual team members to be involved in the project.

THE PROJECT COSTING

According to the Supply Chain Management procedures, the Commercial Proposals will be evaluated on the basis of the total cost or value for money. Thus the service providers are required to prepare a plan of work with clear cost estimates based on the information provided in the Terms of reference as this will facilitate a comparison

across the various proposals.

The potential Service Providers should note that the MCLM will consider the amendments in respect of the process and the scope described above where these will improve quality of the final deliverable.

FUNCTIONALITY SCORING

The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to terms of reference. Failure to score the minimum of 25 points out of 40 points will lead to non-compliance and bidders will be rejected after this phase and not continue for price scoring. 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.

The criteria for the evaluation of the technical aspects of the submitted proposal will include, but not limited to the following elements:

NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1.	<ul style="list-style-type: none"> • Members of the Company's experience with. (CV's of individual team members must be included (1-2 years experience=3 points, 3-4 years experience=6 points, 5-7 years experience=15 points, 8-10 years experience=20 points, + 20 years experience = 25 points (in relation to the requirements set out within this Terms of Reference.) • The potential service provider's track record of similar or relevant work experience, 1year = 1, 2 years = 2, 3 years = 3, 4 years = 4 and 5 years = 5 (Maximum). 	30	
2.	<ul style="list-style-type: none"> • Project methodology and the potential service provider's understanding of the work to be done, i.e. the Term of Reference. • 	10	
	TOTAL	40	25

EVALUATION OF QUOTATION	<p>For the purpose of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information on substantiation of compliance to the evaluation criteria. The service provider should at least score a minimum of 25 points out of the 40 in order to be considered in the next evaluation phase.</p> <p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:</p> <table border="1" data-bbox="544 663 1273 1070"> <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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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 • Price schedule (fixed prices including Vat) 																				
CLOSING DATE AND TIME	Monday, 08 October 2012 at 11.00am																				
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp																				
ENQUIRIES:	Themba Dlamini at Tel.: 011 951 2434																				

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.
- All prices quoted must be valid for sixty (60) days.

NAME OF THE BIDDER:

CONTACT PERSON:

TEL/ CELL NO:

FAX NO:

SIGNATURE OF BIDDER

CAPACITY OF BIDDER