



Ref: Ofentse Matsose (SCM-Demand Management)

Tel: (011) 951-2541/2177/16/14

**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: EM (SP) 10/2013**

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S TO SECURE OUTSIDE BROADCASTING (OB) SERVICES AND EQUIPMENT TO TRANSMIT THE EXECUTIVE MAYOR'S STATE OF THE CITY ADDRESS VIA TELEVISION TO THREE (3) PUBLIC VIEWING AREAS.**

**Advertising date: Monday 22 April 2013**

**Closing date and time: Wednesday 24 April 2013 @ 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](http://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.

<b>RFQ NUMBER:</b>	RFQ- EM (SP) 10/2013 For Experienced service providers to provide outside Broadcasting services and equipment to transmit the Executive Mayor's State of the City's address via television to three (3) Public Viewing Areas (PVAs).
<b>ADVERTISING DATE:</b>	Monday 22 April 2013
<b>DEPARTMENT:</b>	Department: Political Support Services: Section: Speakers Office
	<p><b>TERMS OF REFERENCE</b></p> <p><b>1. SCOPE OF WORK</b></p> <p>Quotations are hereby invited from experienced service providers to provide Outside Broadcasting (OB) services and equipment to transmit Executive Mayor's State of the City address via television to three (3) Public Viewing Areas (PVAs) in Mogale City on the 3<sup>rd</sup> May 2013.</p> <p><b>2. BACKGROUND</b></p> <p>The municipality convenes a Special Council every last quarter of the financial year, wherein the Executive Mayor delivers the State of the City Address – which is an annual political statement that reflects on the political health of the city; the extent to which the institution has covered ground in addressing the service delivery commitments it made in the Local Government Elections manifesto. This policy statement outlines priorities of the municipality for each year, and is always informed by the key strategies, programmes and plans of the national, provincial and district-spheres of government.</p> <p>The 2013 State of the City Address is an important analogous presentation of the health of the city politics and municipal administration in the middle of the 2011-2016 political term.</p> <p>Derived from the 2013 State of the Nation Address, 2013 State of the Province Address as well as the 2013 State of the District Address, the policy statement will capture and lean towards the needs of the people of Mogale City as pronounced in the 2011-2016 IDP and thrashed out in detail in the Strategic Plan of the municipality for the entire term.</p> <p><b>3. OUTSIDE BROADCASTING SERVICES:</b></p> <p>The service provider will be expected to:</p> <ol style="list-style-type: none"> <li>Secure a one hour-thirty minutes (01h30) slot on the DStv Parliamentary Service from 11h00-12h30.</li> </ol>

2. Provide transmission equipment, including viewing screens, sound system etc. to link and broadcast the Executive Mayor's address live to:

- ⇒ Chief Mogale MPCC, Kagiso
- ⇒ Muldersdrift Sports Complex
- ⇒ Munsieville Stadium

**PRICE (VAT and Transport Inclusive): R.....**

**EVALUATION CRITERIA:**

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:

<b>BBBEE Status level of contributor</b>	<b>Number of points(80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
<b>Non –complaint contributor</b>	<b>0</b>

**FUNCTIONALITY EVALUATION CRITERIA**

**FUNCTIONALITY SCORING**

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 determine whether a quotation will be eligible for further evaluation and will not influence the points scored on Price.

A bidder that scores less than 12 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 12 out of 20 points are achieved.

	NO.	DESCRIPTION	WEIGHTS	MINIMUM WEIGHT
	1.	<ul style="list-style-type: none"> <li>The service providers experienced and track record of similar or relevant works 1-2 years = 3 points 3 -5 years =5 points 6 years plus = 10points</li> </ul>	10	
	2.	<ul style="list-style-type: none"> <li>Available resources and equipment to execute this project.</li> </ul>	10	
			20	12

<b>OTHER DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>Original, valid tax clearance certificate</li> <li>Company registration documents</li> <li>Copies of ID's of shareholders</li> <li>Completed MBD 4, MBD 6.1, MBD 8 and MBD 9</li> <li>Copy of latest municipal account</li> <li>Schedule (fixed prices including Vat)</li> </ul>
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<b>CLOSING DATE AND TIME:</b>	Wednesday 24 April 2013 at 11h00
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<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
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<b>ENQUIRIES</b>	Mr. Nkosana Zali  Tel: (011) 668-1500 Cell: 083 433 2908 Email: <a href="mailto:nkosana.zali@mogalecity.gov.za">nkosana.zali@mogalecity.gov.za</a>
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**Conditions:**

- All prices quoted must be **inclusive of VAT**.
- Price(s) quoted must be valid for at least **sixty (60) days** from date of your offer.
- All prices submitted must be fixed prices for the period of the quotation.
- 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.

NAME OF THE BIDDER: ..... TEL/ CELL NO: .....

CONTACT PERSON ..... FAX NUMBER.....

SIGNATURE ..... DATE .....