



Ref: Ofentse Matsose (SCM)

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

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 08/2013

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S TO CATER FOR FIVE HUNDRED (500) PEOPLE AT THE LAUNCH OF THE DISABILITY SUPPORT CAMPAIGN ON FRIDAY 12 APRIL 2013

Advertising date: 28 Thursday February 2013

Closing date and time: 11 Monday March 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 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: | EM 08/2013: To Cater for Five Hundred (500) People at the Launch of the Disability Support Campaign on Friday 12 April 2013. |
| ADVERTISING DATE: | 28 Thursday February 2013 |
| DEPARTMENT: | Office of the Executive Mayor |
| DESCRIPTION OF SERVICES | <p style="text-align: center;">1. Background</p> <p>The Mogale City Office on the Status of Disabled Persons is planning to launch a campaign in support of people with disabilities in Mogale City who despite the fact that they might be receiving a disability grant, have challenges of poverty, abuse or neglect and other socio parcels, assistive devices such as wheelchairs, housing, clothing and blanket among others. Local, provincial and national government department, Non – Governmental/ Organization and business that can assist to meet the needs of people with disabilities with items referred to above have been invited to the launch.</p> <p style="text-align: center;">2. Discussion</p> <p>Local, provincial and national government departments, Non-Governmental Organizations and business that can assist to meet the need of people with disabilities with items referred to above have been invited to the launch to be held on Friday, 12 April 2013. The objective of the launch in this regard is to foster the development of a meaningful partnership between government and the private sector with a common quest to support those that are in distress and are in need as well.</p> <p>The Executive Mayor of Mogale City Local Municipality will be requested to address the people in attendance. The following organizations will be invited:</p> <ul style="list-style-type: none"> • Ya Rona Organization for Disabled People in Kagiso • Tshwaranang Centre for Disabled People in Swaneville • Itireleng School for Mentally Disabled • Imbelego / Thari ECD Centre in Kagiso • Thusong Centre for the Mentally Disabled in Kagiso • Emang ECD for Disabled Children in Swaneville • Ratang Home Based Care for People with Disabilities in Rietvallei • Tshwaraganang Organization for Disabled People in Munsieville • Magaliesburg Organization for Disabled People • Tarlton Disability Forum |

- Hekpoort Disability Committee
- West Rand District Municipality Disability Office
- West Rand Disability Forum
- Gauteng Disability Directorate
- West Rand District Rehabilitation Services
- Department Of Social Development
- South African Social Security Agency (SASSA)
- Deaf Federation of South Africa (DEAFSA)
- Department of Education
- Department of Agriculture
- Food bank

3. DECORATIONS

| | Quantities | Price (Inclusive VAT) |
|--------------------|------------|------------------------|
| White cover | 500 Chairs | |
| White table cloths | 50 Tables | |
| Overlay | 50 Tables | |
| | | R |

4. BREAKFAST FOR 500 PEOPLE

- Tea
- Coffee
- Sandwiches

5. LUNCH FOR 500 PEOPLE

- Rice / Pap
- Beef Stew
- Grilled Chicken
- Two Salads
- Two Vegetables
- 100% Juice / Cold Drinks

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:

| 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 |

**EVALUATION
CRITERIA**

6. FUNCTIONALITY SCORING CRITERIA

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 | 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 | 10 | |
| 2 | Available resources and equipment to execute the project | 10 | |
| | TOTAL | 20 | 12 |

| | |
|----------------------------------|---|
| OTHER DOCUMENTS REQUIRED: | <ul style="list-style-type: none"> • Original, valid Tax clearance certificate • Company registration documents • Copies of ID's of shareholders • Complete MBD 4, MBD 6.1, MBD 8 and MBD 9 |
| CLOSING DATE AND TIME | 11 Monday March 2013 |
| SUBMISSION OF QUOTES | Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp |
| ENQUIRIES: | Contact Person: Mokutu Moeketsi Contact No: 011 951 2236 / 2291 Email: mokutu.moeketsi@mogalecity.gov.za |



QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER TO CATER FOR FIVE HUNDRED (500) PEOPLE AT THE LAUNCH OF THE DISABILITY SUPPORT CAMPAIGN.

BIDDER'S NAME:

CLOSING DATE: 11 MONDAY MARCH 2013

CLOSING TIME: 11:00

QUOTATION NO: EM 07/2013

PRICING SCHEDULE

(All Prices must be inclusive of VAT)

| Description | Specify | Total for 500 people |
|--|--|----------------------|
| BREAKFAST Tea, Coffee and Sandwiches | <ul style="list-style-type: none"> ▪ Tea and Coffee ▪ Sandwiches | |
| LUNCH Rice and Pap | <ul style="list-style-type: none"> ▪ Rice ▪ Pap | |
| Beef Stew and Grilled Chicken | <ul style="list-style-type: none"> ▪ Grilled Chicken ▪ Beef Stew | |
| Two Vegetable | 1. | |
| | 2. | |
| Two Salads | Salad 1: Salad 2: | |
| 100% Juice / Cold Drinks | | |
| Total | | |

.....
SIGNATURE

.....
DATE

SUMMARY PRICING SCHEDULE

| Item | Description | Total Price (Including Vat) |
|------|----------------------|-----------------------------|
| 1. | Decorations | |
| 2. | Breakfast | |
| 3. | Lunch for 500 People | |
| | Grand Total | R |

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.
- 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.

NAME OF THE BIDDER: TEL/ CELL NO:

CONTACT PERSON FAX NUMBER.....