



Ref: Maropeng Mokhatla(SCM)

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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 goods listed hereunder:

RFQ: ES(ED) 03/2013

QUOTATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED LOCAL COOPERATIVES FOR THE COLLECTION, REPAIR AND DELIVERY OF MUNICIPAL FURNITURE ON AN AS AND WHEN REQUIRED BASIS.

Advertising date: Tuesday 26 March 2013

Closing date and time: Friday 05 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 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- ES (ED) 03/2013 Quotations are hereby invited from suitably qualified local cooperatives for the collection, repair and delivery of municipal furniture on an as and when required basis.
ADVERTISING DATE:	Tuesday 26 March 2013
DEPARTMENT:	Economic Services Department: SMME Support
	<p><u>PROJECT SPECIFICATIONS</u></p> <p>1. PURPOSE</p> <p>Mogale City Local Municipality invites suitably qualified local Cooperatives to submit quotations for the collection, repair and delivery of furniture earmarked for repair on an as and when required basis.</p> <p>Cooperatives must comply with the Mogale City Local Municipality’s supply chain policy with respect to the process.</p> <p>2. BACKGROUND:</p> <p>Mogale City Local Municipality Strategic plan encourages departments to utilise cooperatives in providing services that are labour intensive. The project will assist in creating jobs for local people whilst it also saves the municipality money.</p> <p>3. SCOPE OF WORK</p> <p>The scope of work for the project will include but not limited to:</p> <ul style="list-style-type: none"> • Collection, repair and delivery of furniture. • The following are the examples of furniture to be repaired: <ul style="list-style-type: none"> ○ Desk ○ Chairs ○ Tables ○ Cupboards ○ Credenza etc <p>After collection of the furniture, the appointed co-operative will have to provide the user department with a quotation for the repair of the furniture. The department will then accept or reject the quotation (if uneconomical to repair).</p>

EVALUATION CRITERIA:	<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" style="margin-left: auto; margin-right: auto;"> <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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FUNCTIONALITY SCORING	<p>The below mentioned criteria regarding functionality are required for responsiveness. And therefore eligibility for the next stage of evaluation if the minimum of 30 points is not scored for functionality the proposal will be rejected.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Description</th> <th>Weight</th> <th>Minimum Score</th> </tr> </thead> <tbody> <tr> <td> 1. Experience of the company and related track record in relation to the rendering services of similar projects. 1-2 years= 10 points 3-5 years'= 15 points 6+ years' = 20 points </td> <td style="text-align: center;">20</td> <td></td> </tr> <tr> <td> 2. Team members relevant or similar experience and expertise(support staff and organizational capabilities) <ul style="list-style-type: none"> • 1 carpenter with relevant technical training =3 points • 2 carpenters with relevant technical training=6 points • 3 carpenters with relevant technical training= 10 points • 5 carpenters with relevant technical training= 15 points • Business management diploma = 5 points • Business management certificate = 2 points </td> <td style="text-align: center;">20</td> <td></td> </tr> <tr> <td> 3. Machinery and equipment <ul style="list-style-type: none"> • compressor = 5 points • industrial Panel saw= 10 points • Carpentry tools(nailer, drilling machines) = 2 points </td> <td style="text-align: center;">20</td> <td></td> </tr> </tbody> </table>	Description	Weight	Minimum Score	1. Experience of the company and related track record in relation to the rendering services of similar projects. 1-2 years= 10 points 3-5 years'= 15 points 6+ years' = 20 points	20		2. Team members relevant or similar experience and expertise(support staff and organizational capabilities) <ul style="list-style-type: none"> • 1 carpenter with relevant technical training =3 points • 2 carpenters with relevant technical training=6 points • 3 carpenters with relevant technical training= 10 points • 5 carpenters with relevant technical training= 15 points • Business management diploma = 5 points • Business management certificate = 2 points 	20		3. Machinery and equipment <ul style="list-style-type: none"> • compressor = 5 points • industrial Panel saw= 10 points • Carpentry tools(nailer, drilling machines) = 2 points 	20	
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Total points	60	30		
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) 			
VALUE OF CONTRACT	The total value of this contract will not exceed R 200 000.00 (including VAT).			
CLOSING DATE AND TIME:	Friday 05 April 2013 at 11h00			
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp			
DELIVERY PERIOD	Delivery period after the date of official orderdays			
ENQUIRIES	Vuyani Bekwa (011) 668 – 0609/47 or vuyani.bekwa@mogalecity.gov.za			

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.....

SIGNATURE OF BIDDER

CAPACITY OF BIDDER



PRICING SCHEDULE

Name of Bidder:	Closing Date: 05 April 2013
Quotation NO:ES(ED) 03/2013:	Closing Time: 11:00

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF THE QUOTATION

OCCUPATION SKILLS LEVEL	HOURLY RATE (including VAT – if registered for VAT)
1. Unskilled Employees	R
2. Semi-skilled Employees	R
3. Skilled Employees	R
4. Charge Hands	R
5. Supervisor/Foreman	R

All inclusive rate per hour R_____
(Labour, VAT (if VAT vendor), Transport, Parts, etc)

.....
 SIGNATURE OF BIDDER

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 CAPACITY OF BIDDER