



Ref: Maropeng Mokhatla (SCM)  
Tel: (011) 951-2541/2014/16

maropengm@mogalecity.gov.za

**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: F (EXP) 10/2013**

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE FOR FINANCIAL SERVICES SALARIES OFFICE AT MOGALE CITY LOCAL MUNICIPALITY.**

**Advertising date: Thursday 25 April 2013**

**Closing date and time: Monday 06 May 2013 @ 14:00**

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 6.2: Declaration Certificate for Local production**
  - **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: F (EXP) 10/2013: quotations are hereby invited from service providers for the supply, delivery and installation of office furniture for financial services salaries office at Mogale City Local Municipality.   |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| <b>ADVERTISING DATE:</b>                                      | Thursday 25 April 2013   |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| <b>DEPARTMENT:</b>  | Financial Services – Salaries Office   |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
|   | <p><b><u>SALARY OFFICE FURNITURE</u></b></p> <p><b><u>DISCRIPTION</u></b> <span style="float: right;"><b><u>QUANTITY</u></b></span></p> <p><b>1. 4 WAY WORK STATION (CHERRY WOOD) CONSISTING OF:</b></p> <table border="1"> <tr> <td>TOP ONLY 1600 X 1200 X 750MM</td> <td align="right">8</td> </tr> <tr> <td>TOP FOR 4 DRAWERDESK HEIGHT PEDESTALS</td> <td align="right">8</td> </tr> <tr> <td>DESK HEIGHT PEDESTAL PEN /PENCIL DRAWER AND 4 STANDARD DRAWER</td> <td align="right">8</td> </tr> <tr> <td>CANTILEVER LEG LARGE BLACK BASE</td> <td align="right">8</td> </tr> <tr> <td>COLUMN LEG SMALL BLACK BASE</td> <td align="right">8</td> </tr> <tr> <td>RETICULATED POLE LEG 76MM BLACK</td> <td align="right">8</td> </tr> <tr> <td>BUDGET DESK BASED SCREEN- 1600 X 500MM</td> <td align="right">4</td> </tr> <tr> <td>BUDGET DESK BASED SCREEN- 1650 X 500MM</td> <td align="right">4</td> </tr> </table><br><table border="1"> <tr> <td>2.SYSTEM CABINET ROLLER DRAWER (CHERRY WOOD)</td> <td align="right">6</td> </tr> <tr> <td>3.SYSTEM CUPBOARD 1800 X900 X 450MM (CHERRY WOOD)</td> <td align="right">8</td> </tr> </table><br><table border="1"> <tr> <td>4.MID BACK OPERATORS CHAIR (BLACK) WITH ARM REST AND WHEELS</td> <td align="right">12</td> </tr> <tr> <td>5.SLEIGH BASE ARM CHAIR</td> <td align="right">4</td> </tr> </table> <p><b>Please attach your catalogues and clearly mark the furniture that you are offering in terms of this RFQ.</b></p> |  | TOP ONLY 1600 X 1200 X 750MM | 8 | TOP FOR 4 DRAWERDESK HEIGHT PEDESTALS | 8 | DESK HEIGHT PEDESTAL PEN /PENCIL DRAWER AND 4 STANDARD DRAWER | 8 | CANTILEVER LEG LARGE BLACK BASE | 8 | COLUMN LEG SMALL BLACK BASE | 8 | RETICULATED POLE LEG 76MM BLACK | 8 | BUDGET DESK BASED SCREEN- 1600 X 500MM | 4 | BUDGET DESK BASED SCREEN- 1650 X 500MM | 4 | 2.SYSTEM CABINET ROLLER DRAWER (CHERRY WOOD) | 6 | 3.SYSTEM CUPBOARD 1800 X900 X 450MM (CHERRY WOOD) | 8 | 4.MID BACK OPERATORS CHAIR (BLACK) WITH ARM REST AND WHEELS | 12 | 5.SLEIGH BASE ARM CHAIR | 4 |
| TOP ONLY 1600 X 1200 X 750MM                                  | 8  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| TOP FOR 4 DRAWERDESK HEIGHT PEDESTALS                         | 8  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| DESK HEIGHT PEDESTAL PEN /PENCIL DRAWER AND 4 STANDARD DRAWER | 8  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| CANTILEVER LEG LARGE BLACK BASE                               | 8  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| COLUMN LEG SMALL BLACK BASE                                   | 8  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| RETICULATED POLE LEG 76MM BLACK                               | 8  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| BUDGET DESK BASED SCREEN- 1600 X 500MM                        | 4  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| BUDGET DESK BASED SCREEN- 1650 X 500MM                        | 4  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| 2.SYSTEM CABINET ROLLER DRAWER (CHERRY WOOD)                  | 6  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| 3.SYSTEM CUPBOARD 1800 X900 X 450MM (CHERRY WOOD)             | 8  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| 4.MID BACK OPERATORS CHAIR (BLACK) WITH ARM REST AND WHEELS   | 12   |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |
| 5.SLEIGH BASE ARM CHAIR                                       | 4  |  |                              |   |                                       |   |   |   |                                 |   |                             |   |                                 |   |  |   |  |   |  |   |   |   |   |    |                         |   |

| <p><b>EVALUATION CRITERIA:</b></p> <p><b>FUNCTIONALITY SCORING</b></p> | <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"> <li>• 80 points for Price</li> <li>• 20 points for BBBEE level of contribution <ul style="list-style-type: none"> <li>○ Previous experience in this field as well as references (6 points).</li> <li>○ Resources available to execute this project (4 points)</li> </ul> </li> </ul> <p>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. A bidder that scores less than 5 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 5 out of 10 points are achieved.</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="587 1041 1316 1478"> <thead> <tr> <th><b>BBBEE Status level of contributor</b></th> <th><b>Number of points(80/20 system)</b></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><b>Non –complaint contributor</b></td><td><b>0</b></td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> | <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> |  |  |
|--|---|--|---------------------------------------|---|----|---|----|---|----|---|----|---|---|---|---|---|---|---|---|-----------------------------------|----------|--|--|
| <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>  |  |                                       |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |  |  |
|  |   |  |                                       |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |  |  |
| <p><b>OTHER DOCUMENTS REQUIRED:</b></p>                                | <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 6.2, MBD 8, and MBD 9</li> <li>• Copy of latest municipal account</li> <li>• Schedule (fixed prices including Vat)</li> </ul>   |  |                                       |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |  |  |
| <p><b>CLOSING DATE AND TIME:</b></p>                                   | <p>Monday 06 May 2013 at 14h00</p>  |  |                                       |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |  |  |
| <p><b>DELIVERY PERIOD</b></p>  | <p>Delivery period after the date of official order .....days / weeks</p>   |  |                                       |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |  |  |

|                             |   |
|-----------------------------|---|
| <b>SUBMISSION OF QUOTES</b> | Tender box 1<br>Reception desk of SCM Unit<br>Civic Centre<br>Krugersdorp       |
| <b>ENQUIRIES</b>            | Shirley Van Niekerk at (011) 951 - 2095 or Shirley.vanniekerk@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:.....

Residential Address

Postal Address

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

E-MAIL ADDRESS: \_\_\_\_\_

.....  
SIGNATURE

.....  
DATE





**PRICING SCHEDULE:**

|                                      |                                  |
|--------------------------------------|----------------------------------|
| <b>Name of Bidder:</b> .....         | <b>Closing Date: 06 May 2013</b> |
| <b>Quotation N0: F (EXP) 10/2013</b> | <b>Closing Time: 14:00</b>       |

| <b>DESCRIPTION</b>  | <b>QUANTITY</b> | <b>PRICE PER ITEM</b> | <b>TOTAL PRICE(vat inc)</b> |
|---|-----------------|-----------------------|-----------------------------|
| <b>1. 4 WAY WORK STATION (CHERRY WOOD) CONSISTING OF:</b>     |                 |                       |                             |
| TOP ONLY 1600 X 1200 X 750MM                                  | 8               | R                     | R                           |
| TOP FOR 4 DRAWERDESK HEIGHT PEDESTALS                         | 8               | R                     | R                           |
| DESK HEIGHT PEDESTAL PEN /PENCIL DRAWER AND 4 STANDARD DRAWER | 8               | R                     | R                           |
| CANTILEVER LEG LARGE BLACK BASE                               | 8               | R                     | R                           |
| COLUMN LEG SMALL BLACK BASE                                   | 8               | R                     | R                           |
| RETICULATED POLE LEG 76MM BLACK                               | 8               | R                     | R                           |
| BUDGET DESK BASED SCREEN- 1600 X 500MM                        | 4               | R                     | R                           |
| BUDGET DESK BASED SCREEN- 1650 X 500MM                        | 4               |                       |                             |

|  |  |   |   |
|--|--|---|---|
|  |  | R | R |
|--|--|---|---|

|   |   |   |   |
|---|---|---|---|
| 2.SYSTEM CABINET ROLLER DRAWER (CHERRY WOOD)      | 6 | R | R |
| 3.SYSTEM CUPBOARD 1800 X900 X 450MM (CHERRY WOOD) | 8 | R | R |

|   |    |   |   |
|---|----|---|---|
| 4.MID BACK OPERATORS CHAIR (BLACK) WITH ARM REST AND WHEELS | 12 | R | R |
| 5.SLEIGH BASE ARM CHAIR                                     | 4  | R | R |
| <b>GRAND TOTAL (VAT INCLUSIVE)</b>                          |    | R |   |

\_\_\_\_\_  
SIGNATURE OF BIDDER

\_\_\_\_\_  
CAPACITY OF BIDDER