



Ref: Maropeng Mokhatla (SCM)

maropeng.mokhatla@mogalecity.gov.za
Tel: (011) 951-2541/2014/16/2177

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: F (SCM) 07/2013

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, AND DELIVERY OF 7 X DESK-SCANNERS FOR ADMIN ASSISTANTS IN FINANCE DEPARTMENT AT MOGALE CITY LOCAL MUNICIPALITY.

Advertising date: Wednesday 20 March 2013

Closing date and time: Tuesday 02 April 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 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- F (SCM) 07/2013 Quotations are hereby invited from service provider/s for the supply and delivery of 7 desk-scanners for admin assistants in finance department at Mogale City Local Municipality.														
ADVERTISING DATE:	Wednesday 20 March 2013														
DEPARTMENT:	Finance Department														
	<p><u>PROJECT SPECIFICATIONS</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Scan Type</td> <td>Flatbed , ADF</td> </tr> <tr> <td>Optical Scanning Resolution</td> <td>Up to 4800 dpi</td> </tr> <tr> <td>Bit Depth</td> <td>48 bit</td> </tr> <tr> <td>Gray Scale Levels</td> <td>256</td> </tr> <tr> <td>Auto Document Feeder Capacity</td> <td>Standard, 50 sheets</td> </tr> <tr> <td>Scan speed (ADF, A4)</td> <td>Up to 25 ppm/5.5ipm(b&w,200 dpi)</td> </tr> <tr> <td>Maximum Scanning Size</td> <td>216 x 356 mm</td> </tr> </table>	Scan Type	Flatbed , ADF	Optical Scanning Resolution	Up to 4800 dpi	Bit Depth	48 bit	Gray Scale Levels	256	Auto Document Feeder Capacity	Standard, 50 sheets	Scan speed (ADF, A4)	Up to 25 ppm/5.5ipm(b&w,200 dpi)	Maximum Scanning Size	216 x 356 mm
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<p>EVALUATION CRITERIA:</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="603 394 1353 813"> <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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<p>FUNCTIONALITY SCORING</p>	<p>FUNCTIONALITY SCORING The below mentioned criteria regarding functionality are required for responsiveness. If the minimum of 06 points is not scored for functionality the proposal will be rejected.</p> <p>A bidder that scores less than 06 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 06 out of 10 points are achieved.</p> <table border="1" data-bbox="480 1115 1469 1529"> <thead> <tr> <th>Description</th> <th>Weight</th> <th>Minimum Score</th> </tr> </thead> <tbody> <tr> <td>1. References / previous experience in this field (3 points). 1-2 experience = 1 points 3-4 years' experience = 3 points 5+ years' experience = 5 points</td> <td>3</td> <td></td> </tr> <tr> <td>2. Relevant Resources available to execute this project (4 points)</td> <td>4</td> <td></td> </tr> <tr> <td>3. Delivery period/lead time (3 points)</td> <td>3</td> <td></td> </tr> <tr> <td>Total points</td> <td>10</td> <td>6</td> </tr> </tbody> </table> <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 06 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 06 out of 10 points are achieved.</p>	Description	Weight	Minimum Score	1. References / previous experience in this field (3 points). 1-2 experience = 1 points 3-4 years' experience = 3 points 5+ years' experience = 5 points	3		2. Relevant Resources available to execute this project (4 points)	4		3. Delivery period/lead time (3 points)	3		Total points	10	6					
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<p>OTHER DOCUMENTS REQUIRED:</p>	<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) 																				

CLOSING DATE AND TIME:	Tuesday 02 April 2013 at 14h00
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
DELIVERY PERIOD	Delivery period after the date of official orderdays / weeks
ENQUIRIES	Renell Liebenberg (011) 951 – 2038/ 083 764 5802 or renell.liebenberg@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: 02 April 2013
Quotation NO:F(SCM) 07/2013:	Closing Time: 14:00

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

7 x Scanners, scan type flatbed, ADF optical scanning resolution up to 4800 dpi bit depth 48 bit gray scale levels 256 auto document feeder capacity standard, 50 sheets scan speed (ADF, A4) up to 25 ppm/5.5 ipm (b&w), 200 dpi maximum scanning size 216 x 356 mm

TOTAL PRICE FOR 7 SCANNERS (VAT INCLUSIVE) R _____

MAKE/MODEL OFFERED _____

PRICE OF CARTRIDGE/TONER (VAT INCLUSIVE) R _____

DELIVERY PERIOD _____

.....
SIGNATURE OF BIDDER

.....
CAPACITY OF BIDDER