



Ref: Maropeng Mokhatla (SCM)

maropeng.mokhatla@mogalecity.gov.za

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: F(R) 05/2013**

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, AND OFF-LOADING OF OFFICE FURNITURE TO 8 DIFFERENT REVENUE COLLECTION SITES IN MOGALE CITY LOCAL MUNICIPALITY.**

**Advertising date: Wednesday 20 March 2013**

**Closing date and time: Thursday 28 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](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- F (R) 05/2013 Quotations are hereby invited from service providers for the supply, delivery and off- loading of office furniture to 8 different Revenue Collection sites in Mogale City Local Municipality.
<b>ADVERTISING DATE:</b>	Wednesday 20 March 2013
<b>DEPARTMENT:</b>	Finance Department: Revenue Section
1.	<p><b><u>PRODUCT SPECIFICATIONS</u></b></p> <p><b><u>DESKS X 9</u></b></p> <p>Single Pedestal Desk from the Starline Range (or equivalent) made in Veneer Wood, with central locking.</p> <p><b>The Standard Desk Dimensions are:</b></p> <p>Total Length : 1200 mm Total Width : 750 mm</p> <p><b>Wood Finish:</b> Bodensy Cherry Laminate <b>Product Warranty:</b> Five Year Warranty.</p>
2.	<p><b><u>FILLING CABINETS x 13</u></b></p> <p><b>PRODUCT DESCRIPTION:</b></p> <p>Drawer Filing Cabinet from the Starline range (or equivalent) made from Veneer Wood. The Filing Cabinet Size: 4 Drawer Filing Cabinet Each cabinet comes with a central lock for extra security.</p> <p><b>Wood Finish:</b> Bodensy Cherry Laminate <b>Product Warranty:</b> Five Year Warranty.</p>
3.	<p><b><u>CHAIRS X 12</u></b></p> <p>Georgia operators' chair (or equivalent) available with arm rests as standard, gas height adjustment, back height lumbar position adjustment and a multiple position tilt locking mechanism. Seat and back rest upholstered in black.</p> <p><b>Product Warranty:</b> Five Year Warranty.</p> <p><b>NB: THE CHAIR MUST COME WITH FACTORY FITTED OR OPTIONAL LEG – REST</b></p>

4.

**WASTE PAPER BINS X 14**

Perforated steel waste paper basets

Color: Silver

**Product Warranty:** Two Year Warranty.

**NB. PRICES MUST INCLUDE VAT, INCLUDE DELIVERY TO 8 OFFICES WITHIN MOGALE CITY:**

- **KAGISO,**
- **AZAADVILLE,**
- **LUSAKA,**
- **RIETVALLEI,**
- **MAGALIESBURG,**
- **MUNSIEVILLE,**
- **GAME RESERVE**

Please attach your catalogues and clearly mark the furniture that you are offering in terms of this RFQ.

**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>

<p><b>FUNCTIONALITY SCORING</b></p>	<p><b>FUNCTIONALITY SCORING</b></p> <p>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="480 528 1469 972"> <thead> <tr> <th>Description</th> <th>Weight</th> <th>Minimum Score</th> </tr> </thead> <tbody> <tr> <td>1. Previous Team Members' Experience in this field as well as references (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><b>Total points</b></td> <td><b>10</b></td> <td><b>6</b></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. Previous Team Members' Experience in this field as well as references (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		<b>Total points</b>	<b>10</b>	<b>6</b>
Description	Weight	Minimum Score														
1. Previous Team Members' Experience in this field as well as references (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															
<b>Total points</b>	<b>10</b>	<b>6</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 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>Thursday 28 March 2013 at 11h00</p>															
<p><b>SUBMISSION OF QUOTES</b></p>	<p>Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp</p>															
<p><b>DELIVERY PERIOD</b></p>	<p>Delivery period after the date of official order .....days / weeks</p>															
<p><b>ENQUIRIES</b></p>	<p>Mamonare Tshoane (011) 951 – 2083 or <a href="mailto:Mamonare.tshoane@mogalecity.gov.za">Mamonare.tshoane@mogalecity.gov.za</a></p>															

**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: 28 March 2013
Quotation NO:F(R) 05/2013:	Closing Time: 11:00

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

ITEMS REQUESTED	QUANTITY	PRICE PER ITEM	TOTAL PRICE INCLUDING VAT, DELIVERY AND OFF-LOADING
1. Desks	9	R	R
2. Filling Cabinets	13	R	R
3. Chairs	12	R	R
4. Waste paper bins	14	R	R
		<b>TOTAL PRICE(VAT INCLUSIVE)</b>	<b>R</b>

.....  
SIGNATURE OF BIDDER

.....  
CAPACITY OF BIDDER