



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 services listed hereunder:

**RFQ:SS(SR) 01/2013**  
**PROPOSALS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE DEVELOPMENT AND IMPLEMENTATION OF HERITAGE ARTS AND CULTURE PROJECTS AND PROGRAMMES WITHIN MOGALE CITY FOR A PERIOD OF THREE (3) YEARS.**

**Advertising date: Tuesday 26 June 2012**

**Closing date and time: Thursday 5<sup>th</sup> July 2012 @ 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

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**The following conditions will apply:**

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- 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.
  - **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 (BBEE) for attaining the BBEE status level of contribution in accordance with the table below:**
    - **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**

- **As from the 7 December 2011, all Service providers / contractors must submit valid, certified copies of their BEE certificates from an accredited BEE verification agency with their tender submission.** Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points.
- In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.
- **Electronic (e-mailed or faxed) quotations are not accepted.**

Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points  
In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.

Mogale City Local Municipality requests a quotation on the services 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>	SS (SR) 01/2013
<b>ADVERTISING DATE:</b>	Tuesday 26 June 2012
<b>DEPARTMENT</b>	Social Services – Sports and Recreation
<b>DESCRIPTION OF SERVICES</b>	<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p><b>1. PURPOSE</b></p> <p>To invite proposals from individuals or organizations to develop and implement Heritage Arts &amp; Culture projects and programmes suitable for urban and rural areas across Mogale City.</p> <p><b>2. BACKGROUND</b></p> <p>The Heritage Arts &amp; Culture Unit has been undated with requests from individuals and different organisations to collaborate in the development and implementation of Heritage Arts &amp; Culture projects and programmes. However the challenge for the Municipality has been the limited budget, insufficient human resources and how to formalise these relationships, hence this process.</p> <p>This process will assist compliment the existing services and provide a coordinated approach to Heritage Arts &amp; Culture projects and programmes, and also provide an opportunity to align and maximise resources.</p>

### **3. KEY STAKEHOLDER**

- Mogale City Local Municipality
- Individuals in the Arts & Culture Sector (e.g. Artist, crafters, designers, painters, musicians, etc.)
- Organizations in the Heritage, Arts & Culture Sector

### **4. DELIVERABLES**

In 2011 Mogale City Local Municipality successfully hosted an Open Spring Exhibition in Commissioner Street in collaboration with different artist, designers, cultural dance groups, painters, crafters and music groups. This is one possible kind of joint venture in the implementation of a project that can be further explored and be sustained.

Proposals from group of artists that combine talent, and joint ventures from different organizations in the arts & culture sector can be submitted. Different proposals might be later combined by the Department if it is deemed necessary to do so

Proposals will be complimentary to services and projects already existing and the Municipality will retain the right to run Projects and Services for as long as these do not compete with the Service Provider's initiatives.

Proposals must include proof of experience where at least one project has been successfully implemented and completed.

### **5. FINANCIAL IMPLICATIONS**

- Mogale City Local Municipality will avail the existing Heritage Arts & Culture venues or facilities, human resources and the available equipment as far as it is practical and possible.
- Individuals and organizations must be able to generate their own financial resources, and proposals must indicate how funding will be raised to finance the indicated programmes or projects.

### **6. PERIOD**

The agreement will be for a period of 3 years.

<p><b>EVALUATION CRITERIA</b></p>	<p><b>FUNCTIONALITY SCORING</b></p> <p>The below mentioned criteria regarding functionality are required for responsiveness. If the minimum of 12 points is not scored for functionality the proposal will be rejected.</p> <p>A bidder that scores less than 12 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 12 out of 20 points are achieved.</p> <table border="1" data-bbox="352 645 1481 1149"> <thead> <tr> <th data-bbox="352 645 432 712">NO.</th> <th data-bbox="432 645 975 712">DESCRIPTION</th> <th data-bbox="975 645 1209 712">WEIGHTS</th> <th data-bbox="1209 645 1481 712">MINIMUM SCORE</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 712 432 981">1.</td> <td data-bbox="432 712 975 981"> <ul style="list-style-type: none"> <li>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</li> </ul> </td> <td data-bbox="975 712 1209 981">10</td> <td data-bbox="1209 712 1481 981"></td> </tr> <tr> <td data-bbox="352 981 432 1081">2.</td> <td data-bbox="432 981 975 1081"> <ul style="list-style-type: none"> <li>Available resources and equipment to execute this project.</li> </ul> </td> <td data-bbox="975 981 1209 1081">10</td> <td data-bbox="1209 981 1481 1081"></td> </tr> <tr> <td colspan="2" data-bbox="352 1081 975 1149" style="text-align: right;"><b>TOTAL</b></td> <td data-bbox="975 1081 1209 1149"><b>20</b></td> <td data-bbox="1209 1081 1481 1149"><b>12</b></td> </tr> </tbody> </table>	NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE	1.	<ul style="list-style-type: none"> <li>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</li> </ul>	10		2.	<ul style="list-style-type: none"> <li>Available resources and equipment to execute this project.</li> </ul>	10		<b>TOTAL</b>		<b>20</b>	<b>12</b>				
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<b>OTHER DOCUMENTS REQUIRED:</b>	<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>• Price schedule (fixed prices including Vat)</li> </ul>
<b>CLOSING DATE AND TIME</b>	Thursday 5 July 2012 at 11.00am
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Bertha Bogopane at Tel.: 011 951 2522, Cell.: 083 708 9431

**Conditions:**

- All prices quoted must be **inclusive of VAT**.
- 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.
- All prices quoted must be valid for sixty (60) days.

NAME OF THE BIDDER: .....

CONTACT PERSON: .....

TEL/ CELL NO: .....

FAX NO: .....

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SIGNATURE OF BIDDER

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