



Ref: Ofentse Matsose (SCM)

Tel: (011) 951-2177/2014

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: COO (PMO) 02/2014

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF OFFICE FURNITURE AT PROJECT MANAGEMENT OFFICE FOR MOGALE CITY LOCAL MUNICIPALITY

Advertising date: Wednesday 11 June 2014

Closing date and time: Friday 20 June 2014 @ 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: Preference points claim form in terms of the Preferential Procurement Regulations**
 - **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 AND DESCRIPTION	COO(PMO) 02/2014 For the supply, delivery and off-loading of office furniture at the Project Management Office at Mogale City Local Municipality.																				
ADVERTISING DATE:	Wednesday 11 June 2014																				
DEPARTMENT:	Chief Operating Officer – Project Management Office (PMO) and Monitoring and Evaluation																				
FUNCTIONALITY EVALUATION CRITERIA:	<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"> • 80 points for Price • 20 points for BBBEE level of contribution <ul style="list-style-type: none"> ○ Previous experience in this field as well as references (6 points). ○ Resources available to execute this project (4 points) <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="603 1308 1353 1760" 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
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																				
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 6.2, MBD 8, and MBD 9 • B-BBEE Status Level of Contribution. • Copy of latest municipal account • Schedule (fixed prices including Vat) 																				

CLOSING DATE AND TIME:	Friday 20 June 2014 at 14h00
DELIVERY ADDRESS	Mogale City Local Municipality No 38 President Street, 1 st Floor President Building
DELIVERY PERIOD	Delivery period after the date of official order will bedays.
TOTAL VALUE	Total Value of this Quotation will not Exceed R200 000.00 (Including Vat)
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
ENQUIRIES	Khanyisa Qangule 011 668 0534 / 2577 khanyisa.qangule@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.
- **Quotation must include the transport, off – loading as well as assembly of furniture.**

Name of Bidder: Tel No/ Cell No:

Contact Person Fax Number

Residential Address

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Postal Address

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E-mail address:

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Signature

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Date

PROJECT SPECIFICATIONS

A. Training Room

1. 10 x 1 200 x 600 x 730 Trapezoid table in melamine
2. 10 x Stacker Side Chair Epoxy frame 4 legged in Burgundy

B. Boardroom

1. 1 x 6500 x 2000 – 20 Seater Boardroom Table veneer with Black Acrylic Inlay
2. 28 x Highback Chairs – Top 200 Mechanism – black fabric – Flexi Arms (90 kg capacity)(or similar), Colour Black fabric.



C. Managers Project Management Office and Monitoring Evaluation

1. 2 x 1 800 x 2000 L-shaped executive desk suite with credenza and three (3) drawer mobile pedestal in mahogany (wood) veneer.
2. 2 x Bodyline Highback Chairs – Centre Pivot Synchron – Leather touch– Flexi Arms (90kg capacity) (or similar), colour black.

D. Monitoring & Evaluation Section

1. 3 x Cluster set of 2 tables that would fit **(Desks Positioned side-by-side)** or similar in walnut with reticulated adjustable pole leg steel 76 diameter in silver
RHS- Core top 1800 x 1100
LHS -Core top 1800 x 1100
Central locking pedestal with 4 drawers i.e 1–pen/pencil drawer, 1 deep filer 415x500x730H plus two standard drawers.
2. 3 x Steel Perforated Desk Screen – Brackets 1800 x 600 (or equivalent), in steel.

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E. IDP Section

1. Reception Desk- 2.4 width counter top, in veneer wood
 - Straight counter unit 1200 x 800
 - Straight counter unit 900 x 800
 - Quarter counter 800 x 800
 - 2 Drawer Mobile Pedestal with Deep Filer and central lock
 - 4 Drawer Mobile Pedestal with Central lock
2. 1 x Cluster set of 2 tables that would fit (**Desks Positioned side-by-side**) or similar in walnut with reticulated pole leg steel 76 diameter in silver
 - RHS- Core top 1800 x 1100
 - LHS -Core top 1800 x 1100
 - Central locking pedestal with 4 drawers i.e. 1–pen/pencil drawer, 1 deep filer 415x500x730H plus two standard drawers.
3. 1 x Steel Perforated Desk Screen – Brackets 1800 x 600 (or equivalent), in steel.
4. 2 x Highback Chairs – Top 200 Mechanism – black fabric – Flexi Arms (90 kg capacity)(or similar), Colour Black



F. Project Management Office

1. 1 x 1800 length x 700 width 750 height desk with end table 900x900x750 open sided table ,100x450x750 4 drawer mobile pedestal.

PRICING SCHEDULE

Item Description	Price per unit (including VAT)	Quantity	Total Price (Incl. VAT)
A. Training Room			
1. 10 x 1 200 x 600 x 730Trapezoid table in melamine	R	10	R
2. 10 x stacker side chair Epoxy frame 4 legged in Burgundy	R	10	R
B. Boardroom			
1. 1 x 6500 x 2000 – 20 seater Boardroom Table veneer with Black Acrylic Inlay.	R	1	R
2. 28 x Highback Chairs – Top 200 Mechanism – black fabric – Flexi Arms (90 kg capacity)(or similar), Colour Black fabric.	R	28	R
C. Managers Project Management Office & Monitoring Evaluation			
1. 2 x 1 800 x 2000 L-shaped executive desk suite with credenza and three (3) drawer mobile pedestals in mahogany (wood) veneer.	R	2	R
2. 2 x Bodyline Highback Chairs – Centre Pivot Synchron – Leather touch– Flexi Arms (90kg capacity) (or similar),colour black.	R	2	R
D. Monitoring & Evaluation Section			
1. 3 x Cluster set of 2 tables that would fit (Desks Positioned side-by-side) or similar in walnut with reticulated adjustable pole leg steel 76 diameter in silver RHS- Core top 1800 x 1100 LHS -Core top 1800 x 1100 Central locking pedestal with 4 drawers i.e 1–pen/pencil drawer, 1 deep filer 415x500x730H plus two standard drawers.	R	3	R

2. 3 x Steel Perforated Desk Screen – Brackets 1800 x 600 (or equivalent), in steel.	R	3	R
E.IDP Section			
1. Reception Desk- 2.4 width counter top, in veneer wood Straight counter unit 1200 x 800 Straight counter unit 900 x 800 Quarter counter 800 x 800 2 Drawer Mobile Pedestal with Deep Filer and central lock 4 Drawer Mobile Pedestal with Central lock.	R	1	R
2. 1 x Cluster set of 2 tables that would fit (Desks Positioned side-by-side) or similar in veneer with reticulated pole leg steel 76 diameter in silver RHS- Core top 1800 x 1100 LHS -Core top 1800 x 1100 Central locking pedestal with 4 drawers i.e 1–pen/pencil drawer, 1 deep filer 415x500x730H 5 plus two standard drawers	R	1	R
3. 1 x Steel Perforated Desk Screen – Brackets 1800 x 600 (or equivalent), in steel.	R	1	R
4. 2 x Highback Chairs – top 200 mechanism – black fabric – flexi arms (90kg capacity) or similar) colour black	R	2	R
F. Project Management Office			
1. 1 x 1800 length x 700 width 750 height desk with end table 900 x 900 x 750 open sided table ,100 x 450 x 750 4 drawer mobile pedestal	R	1	R
GRAND TOTAL (vat inclusive)			R

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SIGNATURE OF BIDDER

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CAPACITY OF BIDDER

