



Ref: Maropeng Mokhatla (SCM)

Tel: (011) 951-2177/2541/2014/16

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: MM 03/2014

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE CONSTRUCTION AND INSTALLATION OF A PROFESSIONAL PURPOSE MADE WOODEN WALL MOUNTED CABINET TO HOUSE AND SECURE TWO LARGE ELECTRONIC DISPLAY CENTRES IN THE BOARDROOM OF THE MUNICIPAL MANAGER.

Advertising date: Thursday 24 April 2014

Closing date and time: Tuesday 6 May 2014 @ 14:00

Compulsory Briefing Session will be held on the **29 April 2014** at **9:00** at the Main Entrance Statue, corner Commissioner and Market street, Civic Centre, Krugersdorp.

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:MM 03/2014 For the construction and installation of a professional purpose made wooden wall mounted cabinet to house and secure two large electronic display centres in the boardroom of the municipal manager.
ADVERTISING DATE:	Thursday 24 April 2014
DEPARTMENT:	Office of the Municipal Manager
DESCRIPTION OF GOODS	<p style="text-align: center;">PROJECT SPECIFICATIONS</p> <p>SPECIFICATIONS FOR THE CONSTRUCTION AND INSTALLATION OF A PROFESSIONAL PURPOSE MADE WOODEN WALL MOUNTED CABINET TO HOUSE AND SECURE TWO LARGE ELECTRONIC DISPLAY CENTERS IN THE BOARDROOM OF THE MUNICIPAL MANAGER.</p> <p>A. <u>Wooden Units</u></p> <ol style="list-style-type: none"> 1. 1 x Single continuous wall mounted unit of size 4200mm wide x 1200mm high x 250mm deep manufactured in a glossy Cherry Wood appearance to accommodate two large electronic display centres complete with the same appearance doors constructed and fitted to open sideways in a controlled stackable manner. <ol style="list-style-type: none"> a. Door frames to be 75mm wide with a plane outer bevelled edge of 50 mm to a door thickness of not less than 16mm. b. Upper and lower doors to not exceed 400mm in width so as to not cause obstruction when in an opened position. c. Door frames and inside panels to be neatly flush on the outside. d. Doors to be guided at the top and bottom end with pre-manufactured rails and hinges of a high quality. e. The wall unit shall also include on both ends a double CD rack of size 1200mm high x 127mm wide x 142mm deep each fitted next to each other in the same appearance and finish as that of the wall unit. 2. 1 x Single continuous floor unit of size 4200mm wide x 880mm high x 450mm deep manufactured in as glossy Cherry Wood appearance with two shelves of minimum height 330mm each with appropriate support to avoid deflection of shelves when used. <ol style="list-style-type: none"> a. Unit to be fitted with a post formed Mediterranean Formica Life Seal work top (with high black glossy appearance). b. Door frames to be 75mm wide with a plane outer bevelled edge of 50 mm to a door thickness of not less than 16mm. c. Door frames and inside panels to be neatly flush on the outside d. Doors to be securely hinged with standard quality hinges

	<ol style="list-style-type: none"> 3. All doors to be fitted with stainless steel Warf handles x 192mm screwhole centres. 4. All doors manufactured and installed must be lockable, doors numbered with masking-tape and each key tagged with the normal coloured plastic key tags. 5. All varnished and sprays to be applied to give a silk smooth glossy finish. <p>B. <u>Sundry Items</u></p> <ol style="list-style-type: none"> 1. Lift carpet where indicated by the client and trench wooden floor to accommodate trunking (minimum 38mm wide to be installed for electronic equipment wiring, protected with a 1mm steel plate strip over the trunking and screwed to the wooden floor and then refix (glue) existing carpet to original state. 2. Measure, manufacture and install a heavy duty metal inlay computer tray (inside dimensions: 600mm long x 450mm wide x 50mm deep) with appropriate entrance holes for electrical and computer wiring complete with lockable lid professionally covered with genuine black textured leather on the inside and exposed surface area. <ol style="list-style-type: none"> a. The computer tray lid shall be hinged at the back along the 600mm side and must be able to fold open backwards and flush with the table surface. b. The lock shall be installed in the front, also along the 600mm side c. Installation will require an experienced cabinet maker to prepare existing boardroom table to receive the above-mentioned purpose made computer tray. <ol style="list-style-type: none"> i. Special care must be practised not to cause any damage the external surface and edges of the existing boardroom table. ii. Exposed wooden areas where insertions are to be made must be sealed and covered for protection against possible water damp. 3. All wiring underneath the table surface must be neatly secured and protected in appropriate trunking securely fitted to the footing of the table to prevent unnecessary damage to it. 4. Fit under the table surface an appropriate 4x4 electrical power supply box for the computer equipment to be installed.
PRICING	Pricing shall be inclusive of all material, labour, transport and VAT.

<p>POINT SCORING</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"> • 80 points for Price • 20 points for BBBEE level of contribution <p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points 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="563 622 1291 1032"> <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 –compliant 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 –compliant contributor	0
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Non –compliant contributor	0																				
<p>FUNCTIONALITY EVALUATION CRITERIA</p>	<p>The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications. Failure to score the minimum of 12 points out of 20 points will lead to non – compliance and non-responsiveness of bidders.</p> <p>If any total criteria are zero rated points, the tenderer will be rejected, even if the required 12 out of 20 points are received.</p> <table border="1" data-bbox="368 1294 1543 1731"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>WEIGHTS</th> <th>MINIMUM SCORE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The service provider must provide proof of previous experience with the installation and construction of professional purpose made wooden wall mounted cabinets.</td> <td>10</td> <td></td> </tr> <tr> <td>2.</td> <td>Related infrastructure and equipment available to execute this project.</td> <td>10</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td>20</td> <td>12</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. These criteria shall only determine whether a quotation will further be evaluated and will not influence the points scored on Price.</p>	NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE	1	The service provider must provide proof of previous experience with the installation and construction of professional purpose made wooden wall mounted cabinets.	10		2.	Related infrastructure and equipment available to execute this project.	10			TOTAL	20	12				
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	TOTAL	20	12																		

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 8, and MBD 9 • Copy of latest municipal account • Schedule (fixed prices including Vat)
CLOSING DATE AND TIME:	Tuesday 6 May 2014 @ 14:00
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
ENQUIRIES	Henk Spamer at (011) 951 2048

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 Bidder:

Tel No/ Cell No:

Contact Person

Fax Number

Residential Address

Postal Address

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E-mail address:

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Signature

Date