



Ref: Maropeng Mokhatla (SCM)

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

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: SS (L) 01/2014

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF MAGAZINES FOR VARIOUS MOGALE CITY LIBRARIES FOR A OF PERIOD TWELVE (12) MONTHS.

Advertising date: 07 August 2013

Closing date and time: 16 August 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:	SS(L) 01/2014: For the supply, delivery and off-loading of magazines for various Mogale City Libraries for a period of twelve (12) months.																																																																		
ADVERTISING DATE:	07 August 2013																																																																		
DEPARTMENT:	Social Services: Libraries																																																																		
DESCRIPTION OF SERVICES	<p>PROJECT SPECIFICATIONS FOR THE SUPPLY, DELIVERY AND OFFLOADING OF MAGAZINES TO VARIOUS MOGALE CITY LIBRARIES.</p> <p>1. Azaadville library - Magazines</p> <table border="1"> <thead> <tr> <th>Magazines</th> <th>Quantity</th> <th>Price per magazine</th> <th>Total Per Year (including VAT)</th> </tr> </thead> <tbody> <tr> <td>1.1 Bona (English)</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.2 The Economist</td> <td>52</td> <td></td> <td></td> </tr> <tr> <td>1.3 Essentials</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.4 Fair Lady</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.5 Garden & Home</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.6 Go!</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.7 Joy</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.8 Kick off</td> <td>24</td> <td></td> <td></td> </tr> <tr> <td>1.9 Living & Loving</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.10 Men's Health (SA)</td> <td>8</td> <td></td> <td></td> </tr> <tr> <td>1.11 National Geographic kids (SA)</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.12 Oprah SA</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.13 PC Format</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.14 SA sport ill</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>1.15 Seventeen</td> <td>12</td> <td></td> <td></td> </tr> </tbody> </table>			Magazines	Quantity	Price per magazine	Total Per Year (including VAT)	1.1 Bona (English)	12			1.2 The Economist	52			1.3 Essentials	12			1.4 Fair Lady	12			1.5 Garden & Home	12			1.6 Go!	12			1.7 Joy	12			1.8 Kick off	24			1.9 Living & Loving	12			1.10 Men's Health (SA)	8			1.11 National Geographic kids (SA)	12			1.12 Oprah SA	12			1.13 PC Format	12			1.14 SA sport ill	12			1.15 Seventeen	12		
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1.15 Seventeen	12																																																																		

1.18 Time	48		
1.19 True love	11		
1.20 You	48		

2. Desmond Tutu library - Magazines

Magazines	Quantity	Price per magazine	Total Per Year (including VAT)
2.1 Bona (English)	12		
2.2 Car (SA)	12		
2.3 Career success	11		
2.4 Drum (English)	48		
2.5 Essentials (SA)	12		
2.6 Garden & Home	12		
2.7 Kick off	24		
2.8 Marie Claire (SA)	12		
2.9 Men's Health (SA)	8		
2.10 Minimag	12		
2.11 Move	12		
2.12 True love	11		
2.13 Women's Health	10		
2.14 You	48		

3. Hekpoort library - Magazines

Magazines	Quantity	Price per magazine	Price Per Year (including VAT)
3.1 Bona (English)	12		
3.2 Drum (English)	48		
3.3 Entrepreneur SA	12		
3.4 Fair Lady	12		
3.5 Go!	12		
3.6 Joy	12		
3.7 Kick off	24		
3.8 Men's Health (SA)	8		
3.9 True love	11		
3.10 You	48		
3.11 Your baby	11		

4. Kagiso Library - Magazines

Magazines	Quantity	Price per magazine	Price Per Year (including VAT)
4.1 Bona (English)	12		
4.2 Car	12		
4.3 Destiny	12		
4.4 Drum (English)	48		
4.5 Essentials	12		
4.6 Garden & Home	12		
4.7 Go!	12		
4.8 Ideas	12		
4.9 Joy	12		

4.10 Kick off	24		
4.11 Minimag	12		
4.12 PC Format	12		
4.13 SA Sport Illustrated	12		
4.14 Seventeen (SA)	12		
4.15 Teen zone	11		
4.16 True love	11		

5. Krugersdorp library - Magazines

Magazines	Quantity	Price per magazine	Price Per Year (including VAT)
5.1 Bona (English)	12		
5.2 Car	12		
5.3 Cosmopolitan	12		
5.4 Destiny	12		
5.5 Drum (English)	48		
5.6 Essentials	12		
5.7 Fair Lady	12		
5.8 Garden & Home	12		
5.9 Getaway	12		
5.10 House & Leisure	12		
5.11 Huisgenoot	48		
5.12 Ideas	12		
5.13 Joy!	12		
5.14 Leef	12		
5.15 Men's Health (SA)	8		
5.16 Oprah SA	12		
5.17 Rooi Rose	12		

5.18 SA Sport Illustrated	12		
5.19 Sarie	12		
5.20 Seventeen	12		
5.21 True Love	11		
5.22 Weg	12		
5.23 You	48		

6. Lewisham library - Magazines

Magazines	Quantity	Price per magazine	Price Per Year (including VAT)
6.1 Bona (English)	12		
6.2 Destiny	12		
6.3 Drum (English)	48		
6.4 Essentials	12		
6.5 Finesse	12		
6.6 Garden & Home	12		
6.7 Go	12		
6.8 Huisgenoot	48		
6.9 Joy	12		
6.10 Kick off	24		
6.11 Mamas & Papas	12		
6.12 Move	12		
6.13 Oprah SA	12		
6.14 Seventeen	12		
6.15 True love	11		
6.16 You	48		

7. Lusaka library - Magazines

Magazines	Quantity	Price per magazine	Price per Year (including VAT)
7.1 Bona (English)	12		
7.2 Cosmopolitan	12		
7.3 Drum (English)	48		
7.4 Elle (SA)	12		
7.5 Garden & Home	12		
7.6 Go!	12		
7.7 House & Leisure	12		
7.8 Ideas	12		
7.9 Joy	12		
7.10 Kick off	24		
7.11 People magazine	50		
7.12 Men's Health (SA)	8		
7.13 Oprah SA	12		
7.14 Seventeen	12		
7.15 True love	11		

8. Magaliesburg library - Magazines

Magazines	Quantity	Price per magazine	Price Per Year (including VAT)
8.1 Bona (English)	12		
8.2 Craftwise	6		
8.3 Drum (English)	48		
8.4 Farmer's Weekly	48		

8.5 Garden & Home	12		
8.6 Go!	12		
8.7 House & Leisure	12		
8.8 Huisgenoot	48		
8.9 Joy	12		
8.10 Kick off	24		
8.11 Men's Health	8		
8.12 Oprah SA	12		
8.13 Sarie	12		
8.14 Seventeen	12		
8.15 True love	11		
8.16 You	48		

9. Muldersdrift library - Magazines

Magazines	Quantity	Price per magazine	Price Per Year (including VAT)
9.1 Bona (English)	12		
9.2 Drum (English)	48		
9.3 Fair Lady	12		
9.4 Garden & Home	12		
9.5 Go!	12		
9.6 Joy	12		
9.7 Kick off	24		
9.8 Mamas & Papas	12		
9.9 Men's Health (SA)	8		
9.10 Move	12		
9.11 National Geographic kids	12		

(SA)			
9.12 Oprah SA	12		
9.13 Teen Zone	12		
9.14 True love	11		
9.15 You	48		

10.Sakkie Nel library - Magazines

Magazines	Quantity	Price per magazine	Price Per Year (including VAT
10.1 Craftwise	6		
10.2 Drum (English)	48		
10.3 Essentials	12		
10.4 Garden & Home	12		
10.5 Go!	12		
10.6 Huisgenoot	48		
10.7 Kick off	24		
10.8 Marie Claire	12		
10.9 Men's health (SA)	8		
10.10 Move	12		
10.11 Rooi Rose	12		
10.12 Seventeen	12		
10.13 True love	11		
10.14 Vrouekeur	48		
10.15 You	48		

11. Tarlton library - Magazines

Magazines	Quantity	Price per magazine	Price Per Year (including VAT)
11.1 Bona (English)	12		
11.2 Career Success	11		
11.3 Drum (English)	48		
11.4 Entrepreneur SA	12		
11.5 Essentials	12		
11.6 Fair Lady	12		
11.7 Garden & Home	12		
11.8 Joy	12		
11.9 Kick off	24		
11.10 Move	12		
11.11 Oprah SA	12		
11.12 SA Sport Illustrated	12		
11.13 Seventeen	12		
11.14 True love	12		
11.15 You	48		
11. 16 Your Baby	11		

MAGAZINES

All Magazines will be covered in plastic and correctly addressed to relevant library.

**All magazines will be delivered to:
P.O. Box 28, Krugersdorp 1740**

Note:

All magazines must be delivered at the Krugersdorp library within a week after publication.

<p>FUNCTIONALITY EVALUATION CRITERIA</p>	<p>FUNCTIONALITY 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>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. 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> <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 06 points in respect of functionality will be disqualified.</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="539 1099 1289 1518"> <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																				
<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) 																				

DELIVERY PERIOD	Delivery Period after receipt of official order _____ Weeks / Days	
CLOSING DATE AND TIME:	16 August 2013 @ 14h00	
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp	
ENQUIRIES	Bertha Bogopane @ Cell: 083 708 9431/ bertha.bogopane@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 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

