



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: MM 01/2016

QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED SERVICE PROVIDER FOR THE FACILITATION OF THE REVIEW OF THE STRATEGIC PLAN 2015 – 2018.

Advertising date: Thursday 26 November 2015
Closing date and time: Friday 4 December 2015 @ 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:	RFQ; MM 01 /2016 The facilitation of the review of the strategic plan 2015 – 2018
ADVERTISING DATE:	Thursday 26 November 2015
DEPARTMENT:	Municipal Manager: Strategic Support
DESCRIPTION OF SERVICES	<p>1. SCOPE OF WORK</p> <ul style="list-style-type: none"> • The successful service provider must facilitate the compilation of the strategic plan for the next five years based on the approved IDP, National and Provincial Priorities, Risk Register and the Reviewed 2016 Vision Strategic Framework of WRDM and the current SDBIP; • Analysis of the performance on the previous year SDBIP to establish the impact on the achievements of the targets set within the latest approved Strategic Plan; • The vision and mission must be reviewed as well as focus points and strategic goals; • Alignment between the Strategic Plan and the approved SDBIP; • The strategic plan must be available immediately after the session, in other words a hard copy is required by closure of the session. The session will be a five (5) days' workshop; the service provider will be informed of the venue by the Municipality. Service provider must provide own resources, equipment for the facilitation of workshop; • Ensure alignment of the strategic plan to the reviewed Vision 2016 Strategic Framework, other priorities of National and Provincial Government including but not limited to the National Development Plan; • Ensure incorporation of the strategic risk register components into the strategic plan; • Preparation of the comprehensive gap analysis both for the strategic perspectives and target perspectives. <p>2. PROJECT DURATION:</p> <ul style="list-style-type: none"> • Day 1: One day session with the Political Leadership; • Day 2: Stakeholder analysis, SWOT analysis and facilitation session with Infrastructure Services • Day 3: One day facilitation Social Services and Economic Services; • Day 4: Facilitation session with Integrated Environmental Management and Financial Services;

	<ul style="list-style-type: none"> • Day 5: Facilitation session with Corporate Support Services, Office of the Chief Operating Officer, Internal Audit and Political Support Services; • Day 6: Close-out session <p>3. DELIVERABLES</p> <p>A five year strategic plan must be immediately available on closure of the last day of the workshop.</p> <p>4. DURATION</p> <p>Five (5) days' workshop.</p> <p>5. FEE STRUCTURE</p> <p>The prices quoted must be inclusive of but not limited to:</p> <ul style="list-style-type: none"> • Materials and equipment must be supplied by the service provider; • Duration is restricted five (5) days; • Facilitation fees; • Price must include travel and subsistence • Price must be inclusive of VAT.
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POINT SCORING	<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 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" 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 –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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8	2																				
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FUNCTIONALITY EVALUATION CRITERIA

- 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.
- Non-compliant bidders will be rejected after this phase and not continue to price scoring. These criteria shall only determine whether a quotation will further be evaluated and will not influence the points scored on Price.
- If any total minimum score for any criteria is zero rated, the tenderer will be rejected, even if the required 12 out of 25 points are achieved.

Item	Description	Weight	Minimum Score
1.	The service providers experience of similar or relevant work within a municipal environment. <ul style="list-style-type: none"> • Years of experience 7 and above =5 points • Years of experience 4 to 6 =4 points • Years of experience 3 and below =3 points (Complete MBD 6.1, 8.8 fully) 	5	3
2.	The service provider track record of similar or relevant work within a municipal environment: <ul style="list-style-type: none"> • 2 references =4 points • 3 references =6 points • 4 references =8 points • 5 references and above =10 	10	4
3.	Facilitator and data capture experience within Municipal environment in relation to the requirements set out within these terms of reference (CV's attached). <ul style="list-style-type: none"> • Years of experience 8 and above= 10 points • Years of experience 5 to 7 = 5 points 	10	5
TOTAL		25	12

- For the purpose of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information on substantiation of compliance to the evaluation criteria. The service provider should at least score a minimum of 12 points out of the 25 in order to be considered in the next evaluation phase.
- All information and particulars necessary to properly evaluate the tender must be furnished on submission. Incomplete particulars and documents required substantiating or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard.

OTHER DOCUMENTS REQUIRED:	<ul style="list-style-type: none"> • Original, valid tax clearance certificate • Company registration documents • Certified 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:	Friday 4 December 2015 @ 14h00	
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp	
ENQUIRIES	Jolinda Janeke at (011) 951 2013 at Municipal Manager's Office or e-mail jolinda.janeke@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

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Date