

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 (SR) 04/2016
QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY
AND DELIVERY OF OFFICE FURNITURE TO KRUGERSDORP MUSEUM.**

Advertising date: Friday 4 March 2016

Closing date and time: Monday 14 March 2016 @ 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.
- ❖ **According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less and level of Black ownership to claim BEE points.**
- ❖ No late quotations delivered after the official closing date and time will be accepted.
- ❖ Price(s) quoted must be valid for at least thirty (30) 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.**
 - **MBD6.2: Declaration certificate for local production and content for designated sectors**
 - **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: SS (SR) 04/2016 For the supply and delivery of Office furniture to Krugersdorp Museum.																				
ADVERTISING DATE:	Friday 4 March 2016																				
DEPARTMENT:	Social Services: Heritage, Arts and Culture Recreation																				
DESCRIPTION OF GOODS	PROJECT SPECIFICATIONS DESCRIPTION <ul style="list-style-type: none"> • Highback chair: Y600 Arms, Black bonded leather, Synchro lock mechanism, chrome base, gas height adjustment. • Desk shell with a 3 drawer fitted unit linked to sliding door credenza in melamine with 2mm PVC flat edges. 																				
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 style="text-align: center;">1</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">16</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">12</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">6</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">2</td></tr> <tr> <td style="text-align: center;">Non –compliant contributor</td> <td style="text-align: center;">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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7	4																				
8	2																				
Non –compliant 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, MBD6.2, MBD 8, and MBD 9 • Copy of latest municipal account • Schedule (fixed prices including Vat) 																				
CLOSING DATE AND	Monday 14 March 2016 @ 14:00																				

TIME:	
DELIVERY PERIOD	Delivery period after the official date of order days.
DELIVERY ADDRESS	Krugersdorp Museum,53 Commissioner Street, Krugersdorp. Office hours: 7:30 to 16:00 weekdays
SUBMISSION OF QUOTES	Tender box Reception desk of SCM Unit Civic Centre Krugersdorp
ENQUIRIES	Godfrey Naledzani Contact details: (011) 951 2345 / 0723762435 Email: godfrey.naledzani@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:.....

.....
Signature

.....
Date

PRICING SCHEDULE:

Name of Bidder:	Closing Date: 14 March 2016
Quotation N0: SS (SR) 04/2016	Closing Time: 14:00

DESCRIPTION	PRICE PER UNIT Incl. VAT	QUANTITY	TOTAL Incl. VAT
<ul style="list-style-type: none">• Highback chair: Y600 Arms Black bonded leather, Synchro lock mechanism, chrome base, gas height adjustment.	R	7	R
<ul style="list-style-type: none">• Desk shell with a 3 drawer fitted unit linked to sliding door credenza in melamine with 2mm PVC flat edges.	R	6	R
			R

SIGNATURE

DATE