



Ref: Ofentse Matsose (SCM – Demand Management)

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: SS (T&S) 06/2016

QUOTATIONS ARE HEREBY INVITED FOR THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND REPAIRS OF AIR CONDITIONING UNITS AT DELPORTON LICENSING DEPARTMENT.

Advertising date: Tuesday 17 May 2016

Closing date and time: Wednesday 25 May 2016 @ 14:00

Compulsory Site inspection will be held on Friday 20 May 2016 at 12:00, Cnr Miller and Carter, Delporton Licensing Department's Boardroom

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.**
 - **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 (T&S) 06/2016 For The Supply, Delivery, Installation, Maintenance and Repairs of Air Conditioning Units at Delporton Licensing Division
ADVERTISING DATE:	Tuesday 17 May 2016
DEPARTMENT:	Social Services Department: Motor vehicle and Driver Licensing & Registrations
DESCRIPTION OF SERVICES	<p style="text-align: center;">SCOPE OF WORK</p> <p>1. GENERAL DESCRIPTION For the Supply, Delivery, Installation, Maintenance and Repairs of Air Conditioning Units at Delporton Licensing Division - Mogale City Local Municipality.</p> <p>2. DETAILS OF CONTRACT The contract requires for the Supply, Delivery, Installation, Maintenance and Repairs of Air Conditioning Units at Delporton Licensing Department.</p> <p>The minimum specification for the Supply, Delivery, Installation, Maintenance and Repairs of Air Conditioning Units at Delporton Licensing Department.</p> <ul style="list-style-type: none"> • Installation of new A/C units • Servicing and repairing of the existing A/C units • Installation, Maintenance and Repairs to comply with the Occupational Health and Safety Act, Act No. 85 of 1993, and its regulations and other statutory requirements. • Compile Air Condition registers for the site. • Check gas pressure and add gas when required. • Check that air conditioners works on heating and cooling

POINT SCORING

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:

The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.

- 80 points for Price
- 20 points for BBBEE level of contribution

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

TECHNICAL EVALUATION

- 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 tender 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 15 out of 25 points are achieved.

	DESCRIPTION	WEIGHT	Minimum points
	<ul style="list-style-type: none"> • Company's experience in relation to rendering similar projects. <ul style="list-style-type: none"> ○ 1 – 2 years = Five (5) points ○ 3 – 4 years = Eight (8) points ○ 5 + years = Ten (10) points <p>(MBD 6.1, 8.8 to be completed fully)</p>	10	
	<ol style="list-style-type: none"> 1. The company must be registered with: <ul style="list-style-type: none"> • <i>The South African Refrigeration and Air Conditioning Contractors Association (SARACCA) and/or the Registering Authority as required in South African National Standard (SANS).</i> • <i>Proof of company registering (Valid) must be attached - Five (5) points</i> 2. Minimum of two (2) CVs must be attached: <ul style="list-style-type: none"> • <i>2 x Technicians - Five (5) points</i> 	10	
	<ul style="list-style-type: none"> • Infrastructure and resources available for executing the works. <p>(MBD 6.1, 8.11 to be completed fully)</p>	5	
	Total	25	15
	<ul style="list-style-type: none"> • The purpose of the comparison is to ensure a meaningful evaluation; bidders are requested to furnish detailed information of substantiation of compliance to the evaluation criteria. The service provider should at least score the minimum of 15 points out of the 25 points in order to be considered to 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 • 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:	Wednesday 25 May 2016 @ 14:00		
NON-COMPULSORY SITE INSPECTION	Non -Compulsory Site inspection will be held on Friday 20 May 2016 at 12:00, cnr Miller and Carter, Delporton Licensing Department's Boardroom		
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp		
PHYSICAL ADDRESS	Cnr Carter and Miller Delporton Krugersdorp (Licensing Division)		

ENQUIRIES	George Mdluli at (011) 951-2183/061 463 5832 dumisani.mdluli@mogalecity.gov.za Ronnie Mangope at (011) 951 – 1733 /071 855 4786 ronald.mangope@mogalecity.gov.za
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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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.....
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E-mail address:

.....

.....
Signature

.....
Date

SECTION 1: SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND REPAIRS OF AIR CONDITIONS							
Item no	Spec .Ref	Description	Unit	QTY	Rate (Excl. VAT)	VAT	Amount (Incl. VAT)
All rates Tendered are to be fully inclusive of VAT, consumable (i.e. Gas, powder, fasteners, clothes, cleaning agents etc) and material. These rates must include labour and travelling							
1		MAIN OPERATIONS AREA AT LICENSING					
1.1	SANS 10400	Supply, Deliver and complete installation of:					
1.1.1		New Jet-air 60000 BTU Ducted or equivalent.	each	3	R	R	R
1.1.2		Installation Cost	each	3	R	R	R
1.1.3		Remove existing units	each	3	R	R	R
1.1.4		Adaptor pieces for ducting to suit existing Infrastructure	each	3	R	R	R
1.1.5		Piping	Meter	30	R	R	R
1.1.6		New Diffusers	each	3	R	R	R
1.1.7		New Jet-air 18000 BTU Ducted or equivalent.	each	2	R	R	R
2		TESTING OFFICERS OFFICE					
2.1		Supply, Deliver and complete installation of:					
2.1.1		New Jet-air 24000 BTU Ducted or similar approved	each	1	R	R	R
2.1.2		Installation Cost	each	1	R	R	R
2.1.3		Major service to existing units - MWS	each	8	R	R	R
2.1.4		Major service to existing units – Console	each	10	R	R	R
2.1.5		New Jet-air 12000 BTU Ducted or equivalent.	each	2	R	R	R
2.1.6		Compressor in console units	each	1	R	R	R
3		MVRA TEA ROOM					
3.1		Supply, Deliver and complete installation of:					
3.1.1		New Jet-air 18000 BTU Ducted or equivalent.	each	2	R	R	R
3.1.2		Installation Cost	each	2	R	R	R
TOTAL AMOUNT (SECTION 1 ONLY)					R	R	R

THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND REPAIRS OF AIR CONDITIONS			
	Amount (Excl. VAT)	VAT	Amount (Incl. VAT)
SUMMARY OF CONTRACT			
DISCRIPTION :			
Section 1 -	R	R	R
<p>Special Conditions:</p> <ul style="list-style-type: none"> • Refer all discrepancies to Mogale City Project Manager • Contract duration will be from the date of accepting the letter of appoint from the municipality until 30 June 2016 (End of Municipal Financial Year). • A certificate certifying this specification must be supplied on completion of the job. • It is the responsibility of the supplier / tenderer to visit the site and make final field measurements prior commencement of work. • The Service provider must be prepared to work with Mogale City Local Municipality maintenance team. • All material removed during the installation phase shall remain the property of the Mogale City Local Municipality • The area to be kept clean all the times and conform to OHS Act. • Municipality will not be liable for loss, damage or injury due directly or indirectly through the fault and negligence of the service provider. It shall assume full responsibility thereof and the Municipality shall be specifically released from any and all liabilities therefrom. • All descriptions of material and workmanship, whether for Bills of Quantities or written into specifications, are to conform to the Industry Standard Specification. • Amount tendered will be fully payable after all works has been completed and signed off by Mogale City Project Manger • Might be required to work on weekend(s) 			
SUB-TOTAL (EXCL VAT	R		
14% VAT	R		
TOTAL AMOUNT (INCL. VAT)	R		

	<p>YES / NO</p> <p>(If NO please, provide details)</p>
<p>9.1 DESCRIPTION OF THE PRODUCT AND IS THE PRODUCT MANUFACTURED/PRODUCED IN SOUTH AFRICA?</p>	
<p>9.2 DOES THE PRODUCT OFFERED COMPLY WITH THE SPECIFICATIONS AND MEET THE REQUIRED STANDARDS?</p>	
<p>9.3 DOES THE PRODUCT BEAR THE SABS MARK?</p>	
<p>9.4 IF THE OFFER DOES NOT COMPLY WITH THE SPECIFICATION, IN WHAT WAY DOES IT DIFFER?</p>	
<p>9.5 IF THERE IS ANY OTHER OUTSTANDING INFORMATION RELATING TO THE SPECIFICATIONS, PLEASE PROVIDED DETAILS AND COSTING?</p>	

SIGNATURE: _____

NAME: _____

CAPACITY: _____ DATE: _____