

Ref: Ofentse Matsose (SCM)

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

**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: SMS (MG) 01/2021**

**RE-ADVERT: QUOTATIONS ARE HEREBY INVITED FROM EXEMPTED MICRO ENTERPRISES (EME) WITH A BBEE LEVEL CONTRIBUTOR OF THREE (3), TWO (2) OR ONE (1) FOR THE PRINTING AND DELIVERY OF GLOSSY A6 BOOKLETS (SUMMARY DOCUMENTS) OF THE INTEGRATED DEVELOPMENT PLAN**

**Pre-qualification criteria**

**EME**

**Advertising date: Friday 12 February 2021**

**Closing date and time: Friday 19 February 2021 @ 14:00PM**

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

**The following conditions will apply:**

1. Supply Chain Management Unit, Financial Management Services Department, 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.
2. 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.
3. According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) are 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 for EME and not in excess of R50 million for the QSEs and level of Black ownership to claim BEE points
4. **Quotations will be evaluated in accordance with the Preferential Procurement Policy Framework Act: 2000 Preferential Procurement Regulations, 2017**  
**4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:**  
**(b) And EME**  
**(2) A quotation that fails to meet any prequalifying criteria will be unacceptable.**
5. All suppliers of goods & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ [www.csd.gov.za](http://www.csd.gov.za)
6. Bidders must ensure compliance with their tax obligations.
7. Bidders (Taxpayers) will need to register with SARS as E-Fileers through the SARS's website @[www.sars.gov.za](http://www.sars.gov.za).

8. Foreigner suppliers must complete the pre-award questionnaire in PART B:3
9. The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges
10. Bidders must submit/ write their tax compliance status (TCS) number and CSD MAAA number.
11. Bidder/s that failed to submit or write TCS and CSD MAAA numbers will be rejected.
12. Supply chain practitioner/s will print TCS CERTIFICATE with TAX COMPLIANCE STATUS (TCS)
13. No late quotations delivered after the official closing date and time will be accepted.
14. Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
15. Price(s) quoted must be firm and must be inclusive of VAT.
16. A firm delivery period must be indicated.
17. 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 documents below:
18. Bidders must print the following documents from MCLM website under quotations.
  - **MBD 1. Invitation to bid**
  - **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.**
  - **Sworn Affidavit: B-BBEE-EME (Original stamp from the Commissioner of Oath not a copy)**
  - **Authority of Signatory**

**If the MBD forms are not completed & submitted, your quotation will be rejected.**

19. No quotation will be considered from persons in service of the state (MBD4)

**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.

<b>RFQ NUMBER:</b>	<b>SMS (MG) 01/2021</b> FOR THE PRINTING AND DELIVERY OF GLOSSY A6 BOOKLETS (SUMMARY DOCUMENTS) OF THE INTEGRATED DEVELOPMENT PLAN								
<b>ADVERTISING DATE:</b>	Friday 12 February 2021								
<b>DEPARTMENT:</b>	Department: SMS: Division: Municipal Governance								
<b>Central Supplier database MAAA:</b>									
<b>Tax Compliance Status (TSC) Pin:</b>									
<b>DESCRIPTION OF SERVICE</b>	<p><b>1. SCOPE OF WORK</b></p> <p>Mogale City Local Municipality proposes printing of IDP glossy booklets in an A6 pockets size as per the following specifications;</p> <p><b>A6 IDP Booklets</b> Electronic design copy of A6 IDP document Cover 100 gsm matt varnish Text 80 gsm art Full cover Staple bound Minimum twenty (20) pages 10 000 copies</p> <p><b>1. SPECIAL CONDITIONS</b></p> <ul style="list-style-type: none"> <li>The bidder(s) must provide own work printed copy of the (A6) glossy document (booklet) with the quotation. Failure to submit the (A6) glossy document with the quotation will lead to disqualification.</li> </ul>								
<b>POINT SCORING</b>	<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> <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"> <li>80 points for Price</li> <li>20 points for BBBEE level of contribution</li> </ul> <table border="1"> <thead> <tr> <th><b>BBBEE Status level of contributor</b></th> <th><b>Number of points(80/20 system)</b></th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td align="center">20</td> </tr> <tr> <td align="center">2</td> <td align="center">18</td> </tr> <tr> <td align="center">3</td> <td align="center">16</td> </tr> </tbody> </table>	<b>BBBEE Status level of contributor</b>	<b>Number of points(80/20 system)</b>	1	20	2	18	3	16
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1	20								
2	18								
3	16								

<p><b>PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT</b></p>	<p><b>QUOTATIONS WILL BE EVALUATED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT:2000 PREFERENTIAL PROCUREMENT REGULATIONS, 2017</b></p> <p>4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:  (b) An EME  (2) A quotation that fails to meet any prequalifying criteria will be unacceptable.</p>
<p><b>COMPULSORY RETURNABLE DOCUMENTS REQUIRED:</b></p>	<ul style="list-style-type: none"> <li>• Company registration documents</li> <li>• Certified Copies of ID's of members/directors</li> <li>• Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9</li> <li>• <b>MBD 1. Invitation to bid</b></li> <li>• <b>MBD 4. Declaration of interest.</b></li> <li>• <b>MBD 6.1 B-BBEE Status Level of Contribution.</b></li> <li>• <b>MBD 8: Declaration of bidders past supply chain management practices.</b></li> <li>• <b>MBD 9: Certificate of independent bid determination.</b></li> <li>• <b>Schedule (fixed prices including Vat)</b></li> <li>• <b>Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.</b></li> <li>• <b>Copy of latest municipal account/signed lease agreement by both parties.</b></li> <li>• <b>The bidding entity as well as all its directors must submit Municipal account which is not more than three (3) months in arrears or valid lease agreement which is in the name of the business and or the directors, which must stipulate the responsibility of payment of municipal services.</b> <ul style="list-style-type: none"> <li>➢ <b>If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services.</b></li> <li>➢ <b>If the business operates from the different address as per CIPC document, affidavit must be provided</b></li> </ul> </li> </ul>
<p><b>DELIVERY ADDRESS</b></p>	<ul style="list-style-type: none"> <li>• Municipal Governance Cnr Commissioner &amp; Market Street, Civic Centre, Mogale City, Krugersdorp.</li> </ul>
<p><b>DELIVERY PERIOD</b></p>	<ul style="list-style-type: none"> <li>• Delivery Period after date of official order.....days/weeks</li> </ul>
<p><b>CLOSING DATE AND TIME</b></p>	<p>Friday 19 February 2021 @ 14:00PM</p>
<p><b>SUBMISSION OF QUOTES</b></p>	<p>Tender box  Reception Desk of SCM Unit  Upper Level West Wing  Civic Centre  Krugersdorp</p>
<p><b>ENQUIRIES:</b></p>	<p>Tshepo Legodi @ (011) 668 - 0604 email: tshepo.legodi@mogalecity.gov.za</p>

**CONDITIONS:**

- All prices quoted must be **inclusive of VAT**.
- 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.
- All prices quoted must be valid for sixty (60) days from date of your offer
- **Bidder must attach the Central Supplier Database (CSD) registration summary report.**
- **Bidders must attach TCS Pin no (Tax Compliance Status).**
- **Bidders must attach municipal account or lease agreement as mentioned above.**

Name of Bidder: ..... Tel No/ Cell No: .....

Contact Person ..... Fax Number .....

Residential Address	Postal Address
.....	.....
.....	.....
.....	.....
.....	.....

E-mail address: .....

**Supplier Number (CSD) MAAA: .....**

**Tax Compliance Status (TSC) Pin: .....**

.....	.....
Signature	Date

RFQ: SMS (MG) 01/2021

CLOSING DATE AND TIME: FRIDAY 19 FEBRUARY 2021 @ 14:00PM

**PRINTING AND DELIVERY OF GLOSSY A6 BOOKLETS (SUMMARY DOCUMENTS) OF THE INTEGRATED DEVELOPMENT PLAN**  
**PRICING SCHEDULE**

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT )
1.	A6 IDP Booklet	10 000	R	R

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE (INCL VAT)	TOTAL PRICE (INCL. VAT)
1.	A6 IDP Booklet	10 000	R	R

***NB: If the bidder/supplier is a VAT Vendor they must complete the pricing schedule indicating price including VAT and if the bidder/supplier is not registered as a VAT Vendor they must complete the pricing schedule indicating price excluding VAT.***

Name of Bidder: ..... Date: .....

Signature: ..... Position: .....