

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) 07/2021

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE APPOINTMENT OF THE LOCAL COMMUNITY RADIO STATION TO PROVIDE FOUR (4) DAY LIVE BROADCASTING OF MAYOR'S INTERACTION WITH COMMUNITY OF MOGALE CITY ON THE DRAFT IDP AND BUDGET FOR THE FINANCIAL YEAR 2021/2022, AND ASSIST IN MOBILIZING THE CIVILIANS OR POPULARIZING THE PROGRAMME BEFORE IMPLEMENTATION DATES.

Advertising date: Thursday 22 April 2021

Closing date and time: Thursday 29 April 2021 @ 11:00AM

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. 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
5. Bidders must ensure compliance with their tax obligations.
6. Bidders (Taxpayers) will need to register with SARS as E-Fileers through the SARS's website @www.sars.gov.za.
7. Foreigner suppliers must complete the pre-award questionnaire in PART B:3
8. The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges
9. Bidders must submit/ write their tax compliance status(TCS) number and CSD MAAA number.
10. Bidder/s that failed to submit or write TCS and CSD MAAA numbers will be rejected.
11. Supply chain practitioner/s will print TCS CERTIFICATE with TAX COMPLIANCE STATUS (TCS)
12. No late quotations delivered after the official closing date and time will be accepted.
13. Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
14. Price(s) quoted must be firm and must be inclusive of VAT.
15. A firm delivery period must be indicated.

16. 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:
17. 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.

18. 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.

RFQ NUMBER:	SMS (MG) 07/2021 PROVIDERS FOR THE APPOINTMENT OF THE LOCAL COMMUNITY RADIO STATION TO PROVIDE FOUR (4) DAY LIVE BROADCASTING OF MAYOR'S INTERACTION WITH COMMUNITY OF MOGALE CITY ON THE DRAFT IDP AND BUDGET FOR THE FINANCIAL YEAR 2021/2022, AND ASSIST IN MOBILIZING THE CIVILIANS OR POPULARIZING THE PROGRAMME BEFORE IMPLEMENTATION DATES.				
ADVERTISING DATE:	Thursday 22April 2021				
DEPARTMENT:	Department: SMS: Division: Municipal Governance				
Central Supplier database MAAA:					
Tax Compliance Status (TSC) Pin:					
DESCRIPTION OF SERVICE	<u>Specifications for Radio Broadcasting of IDP/Budget Mayoral Road Shows</u>				
	1. Live broadcasting of interaction between the community of Mogale City and the Executive Mayor of Mogale City Local Municipality for 4 days as per the below schedule:				
	DATE	TIME	DEPARTMENTS	Issues for Discussion	Panellists
	Monday 03/05/2021	17h00 to 19h00	LED & Corporate Services	SMMEs, Employment and Youth Support	Executive Mayor, MMC EDS, MMC CSS, EMs (EDS, SMS & CSS) & MM
	Tuesday 04/05/2021	17h00 to 19h00	Community Services & Sports, Heritage, Recreation, Arts, and Culture	Public Safety, Sports and Social Relieves	Executive Mayor MMC (CDS), MMC (SHRAC), MMC (PS) EMs (CDS), Manager (Public Safety) & MM
	Wednesday 05/05/2021	17h00 to 19h00	Human Settlements and Finance Management Services	Housing, Billing and tariffs and Indigent Services	Executive Mayor, MMC (HS), MMC (Finance), EMs (EDS), Managers (HS, REA) MM and CFO
Thursday 06/05/2021	17h00 to 19h00	Infrastructure (Public Works, Roads &	Roads, Water, Sanitation, Electricity	MMC PWR & T, MMC UMS, EMs	

		Transport and Utilities Management Services) Integrated Environmental Management	and Sewer Environment, Parks, Cemeteries	(PWR & T, UMS) MMC (IEM), EM (IEM)
POINT SCORING	<p>1. Pre-WhatsApp recordings from members of community in a form of comments and questions that would be played during the live broadcasts, where the Executive Mayor and his team will opportunity to respond to the pre-recordings.</p> <p>2. Advert Production: Daily adverts for the whole week of the broadcasts sessions prior to the actual live broadcasts.</p> <p>3. Live mobilization throughout the city using station branded vehicle, and recording inputs from members of community found on the streets.</p> <p>4. Design Social Media Poster that will be circulated to all social media platforms including municipal website.</p> <p>5. The radio station should assist the municipality in determining the impact of the sessions by availing the listenership stats of before the broadcasts and during the broadcasts.</p> <p><u>SPECIAL CONDITION</u></p> <ul style="list-style-type: none"> • Venue will be discussed with the appointed service provider. 			
COMPULSORY RETURNABLE DOCUMENTS REQUIRED:	<ul style="list-style-type: none"> • Company registration documents • Certified Copies of ID's of members/directors (not copy of a copy) • Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9 • MBD 1. Invitation to bid • MBD 4. Declaration of interest. • MBD 6.1 B-BBEE Status Level of Contribution. 			

	<ul style="list-style-type: none"> • MBD 8: Declaration of bidders past supply chain management practices. • MBD 9: Certificate of independent bid determination. • Schedule (fixed prices including Vat) • 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. • Copy of latest municipal account/signed lease agreement by both parties. • 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. <ul style="list-style-type: none"> ➤ If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services. ➤ If the business operates from the different address as per CIPC document, affidavit must be provided
CLOSING DATE AND TIME	Thursday 29 April 2021 @ 11:00AM
SUBMISSION OF QUOTES	Tender box Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Thabo Rabapane @ (011) 668 0515/0810330977 email: Thabo.rabapane@mogalecity.gov.za

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

1. COMMUNITY ENGAGEMENT

Table 1 below indicates a cluster department proposal, wherein the presentation would be done per major discussion issues.

DATE	TIME	DEPARTMENTS	Issues for Discussion	Panellists	PRICE (EXCL VAT)	PRICE (INCL VAT)
Monday 03/05/2021	17h00 to 19h00	LED & Corporate Services	SMMEs, Employment and Youth Support	Executive Mayor, MMC EDS, MMC CSS, EMs (EDS, SMS & CSS) & MM		
Tuesday 04/05/2021	17h00 to 19h00	Community Services & Sports, Heritage, Recreation, Arts, and Culture	Public Safety, Sports and Social Relieves	Executive Mayor MMC (CDS), MMC (SHRAC), MMC (PS) EMs (CDS), Manager (Public Safety) & MM		
Wednesday 05/05/2021	17h00 to 19h00	Human Settlements and Finance Management Services	Housing, Billing and tariffs and Indigent Services	Executive Mayor, MMC (HS), MMC (Finance), EMs (EDS), Managers (HS, REA) MM and CFO		
Thursday 06/06/2021	17h00 to 19h00	Infrastructure (Public Works, Roads & Transport and Utilities Management Services) Integrated Environmental Management	Roads, Water, Sanitation, Electricity and Sewer Environment, Parks, Cemeteries	MMC PWR & T, MMC UMS, EMs (PWR & T, UMS) MMC (IEM), EM (IEM)		

Table 1: Community interactions per clustered Departments

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:.....