



Ref: Maropeng Mokhatla (SCM)

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**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: I (F) 30/2011**  
**QUOTATIONS ARE HEREBY INVITED FROM MECHANICAL HYDRAULIC SERVICE PROVIDERS FOR THE REPAIR, SERVICING AND AUTOMATION OF SIXTEEN (16) ROLL-UP INDUSTRIAL DOORS AT VARIOUS MUNICIPAL SITES, MOGALE CITY.**

**Advertising date: Tuesday 17 May 2011**

**Closing date and time: Thursday 26 May 2011 at 11:00**

**Compulsory Briefing Session: Monday 23 May 2011 at 13:00 2<sup>nd</sup> Floor Boardroom, President Building, Krugersdorp.**

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

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**The following conditions will apply:**

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- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://www.mogalecity.gov.za) or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, and 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 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: HDI preference points (7 points);**
    - **MBD 6.3: Promotion of SMME's (3 points)**
    - **MBD 6.11: Preference points to Mogale based companies (10 points)**
    - **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)
  - **Electronic (e-mailed or faxed) quotations are not accepted.**

**MOGALE CITY LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the services 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>	RFQ – I(F) 30/2011 The appointment of a Mechanical Hydraulic Service provider for the repair, service and automation of sixteen (16) roll - up industrial doors at various Municipal sites.
<b>ADVERTISING DATE</b>	Tuesday 17 May 2011
<b>DEPARTMENT</b>	Department and Section: Infrastructure - Fleet Mechanical section
<b>DESCRIPTION OF SERVICES/ GOODS</b>	<p><b>A. PROJECT SPECIFICATIONS:</b></p> <p>1) The Town Hall Electrical Section Meter &amp; Test Unit (Vote Number MBL 13594- M- C8)</p> <p style="margin-left: 40px;">a. Repair door and service</p> <p style="margin-left: 40px;">b. Repair frames</p> <p style="margin-left: 40px;">c. Service motor and gearbox.</p> <p>2) Stores Section Chamdor Yard (Vote Number MBL 136633- M –C8)</p> <p style="margin-left: 40px;">a. Repair door panels</p> <p style="margin-left: 40px;">b. Automate doors (2)</p> <p style="margin-left: 40px;">c. Service doors</p> <p>3) Mechanical Workshop Chamdor Yard (Vote Number MBL 13633-M –C8)</p> <p style="margin-left: 40px;">a. Automate (3) Rollup doors</p> <p style="margin-left: 40px;">b. Service doors</p> <p>4) Garage Chamdor Yard (Vote Number MBL 13633-M-C8)</p> <p style="margin-left: 40px;">a. Service and repair 8 doors</p> <p style="margin-left: 40px;">b. Automate of 4 doors</p>

5) Licence Section Delporten (Vote Number MBL 13544-M-C8)

- a. Service all doors
- b. Automate of (4) doors
- c. Repairs on all doors

**B. DESCRIPTION OF SPARE PARTS TO BE USED:**

NO	DESCRIPTION OF PARTS	QUANTITIES	PRICE PER ITEM
	• <b>ROLL UP DOOR</b>		
1	Door sections	p/panel	
2	Roller up Drums	1	
3	Door Roller Shaft	1	
4	Door Rollup tension Springs	2	
5	Door Shaft lock nuts	2	
6	Door back plates	2	
7	Door guides slides	2	
	• <b>CHAIN OPERATED DOORS</b>		
1	Main shaft Sprocket	1	
2	Distribution Shaft	1	
3	Distribution Sprocket	1	
4	Driven Shaft	1	
5	Driven Sprocket	1	
6	Chain Sprocket	1	
7	Chain guide plate	1	
8	Winding Chain	1	

		<b>• GEARBOX MANUAL OPERATED</b>			
1	Bevel gear door large		1		
2	Bevel gear small Shaft		1		
3	Winding Shaft		1		
4	Universal joint shaft to gearbox		2		
5	Winding gearbox		1		
6	Gearbox Handle		1		
7	Gearbox Post		1		
		<b>• AUTOMATED DOORS</b>			
1	Electric motor		1		
2	Close couple gearbox		1		
3	Electric panel box		1		
4	Circuit Breaker		2		
5	Switch up/down		1		
6	Cable		p/m		
	Service of doors				
	Labour				
			VAT	R	
			TOTAL	R	
	<p><b>The following documents must be submitted for payment purposes:</b></p> <ul style="list-style-type: none"> <li>○ Invoice document of ultrasonic test,</li> <li>○ Structure x-ray films and certificate</li> <li>○ Load test certificate</li> </ul>				
<b>SPECIAL CONDITIONS</b>	All work done must carry a warranty for a period of six (6) months.				

**EVALUATION CRITERIA:**

**FUNCTIONALITY 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 specific goals and / or for achieving the prescribed reconstruction and Development Programme (RDP) goals.

**The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 12 points is not scored for functionality the quotation will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will be eligible for further evaluation and will not influence the points scored on Price.**

NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1	<ul style="list-style-type: none"><li>The service provider must provide proof of previous experience for the repair, test and certification of truck mounted crane and related safety surfacing as well as references</li></ul>	10	
2.	<ul style="list-style-type: none"><li>Available resources and equipment to execute this project</li></ul>	10	
	<b>TOTAL</b>	<b>20</b>	<b>12</b>

**For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned. A bidder that scores less than 12 points in respect of functionality will be disqualified.**

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 Preference points:

- HDI (Historically Disadvantaged) (MBD 6.1) 4 points
- Female Equity (MBD 6.1) 2 points
- Disabled ownership (MBD 6.1) 1 point
- Promotion of SMME's (MBD 6.3) 3 points
- Mogale Based companies (MBD 6.11) 10 points

<b>OTHER DOCUMENTS REQUIRED</b>	<ul style="list-style-type: none"> <li>• Original, valid tax clearance certificate</li> <li>• Company registration documents</li> <li>• Copies of ID's of shareholders</li> <li>• Completed MBD 4, MBD 6.1, MBD 6.3, MBD 6.11 ,MBD 8 and MBD 9</li> <li>• Copy of latest municipal account</li> <li>• Price schedule (fixed prices including Vat)</li> </ul>
<b>COMPULSORY BRIEFING SESSION</b>	A compulsory briefing session will be held on Thursday 19 May at 13:00 2nd floor Boardroom, President Building, Krugersdorp.
<b>DELIVERY PERIOD</b>	Delivery period after date of official order .....days
<b>CLOSING DATE AND TIME</b>	Thursday 26 May 2011 at 11h00
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Christo Steyn at – 073 903 1305 at Fleet Mechanical Section

**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 thirty (30) days.

NAME OF THE BIDDER: .....

CONTACT PERSON: .....

TEL/ CELL NO: .....

FAX NO: .....

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SIGNATURE OF BIDDER

\_\_\_\_\_  
CAPACITY OF BIDDER

