



Ref: Maropeng Mokhatla (SCM)

Tel: (011) 951-2541/2014/16

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 services listed hereunder:

RFQ: CORP (ADM) 07/2011

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF CARPET AT THE STAGE OF THE COUNCIL CHAMBER AS WELL AS STAGE CURTAINS AT THE COUNCIL CHAMBER AT MOGALE CITY.

Advertising date: Wednesday 25 May 2011

Closing date and time: Thursday 2nd June 2011 @ 11:00

Compulsory Site Inspection: Will be held on Monday 30 May 2011 at 09:30 at the Council Chamber, Cnr Commissioner and Market Street, Civic Centre, 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

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.
 - 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 goods and/or services listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated

RFQ NUMBER:	Q – CORP(ADM) 07/2011 Appointment of service providers for the supply and installation of carpet at the stage of the Council Chamber as well as the supply and installation of a stage curtain at Council Chamber at Mogale City.																												
ADVERTISING DATE:	Wednesday 25 May 2011																												
DEPARTMENT:	Corporate Services – Support Services																												
	<p align="center">A. <u>SCOPE OF WORK FOR CARPET</u></p> <p><u>Berber point carpet floor tiling.</u></p> <ol style="list-style-type: none"> Notes to the contractor: All work to be of high quality and no shoddy workmanship will be accepted. All materials are to be of a high standard and approved by the SABS. Tendered rates to include transportation, materials and equipment necessary to complete the project. 																												
	<p align="center">BILLS OF QUANTITIES (All rates must be VAT inclusive)</p> <table border="1"> <thead> <tr> <th>item</th> <th>Description</th> <th>Unit</th> <th>Quantity</th> <th>Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>To remove existing carpets and dump away from site</td> <td>m²</td> <td>32.7</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Prepare floor to receive new carpets.</td> <td>m²</td> <td>32.7</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Supply and install new Berber point heavy duty 920g/m² carpet tiles 8.5mm thick, must be 3(SABS0177-IV), colour to be decided on site and must be (ISO105-B02)</td> <td>m²</td> <td>32.7</td> <td></td> <td></td> </tr> </tbody> </table>					item	Description	Unit	Quantity	Rate	Total	1.	To remove existing carpets and dump away from site	m ²	32.7			2.	Prepare floor to receive new carpets.	m ²	32.7			3.	Supply and install new Berber point heavy duty 920g/m ² carpet tiles 8.5mm thick, must be 3(SABS0177-IV), colour to be decided on site and must be (ISO105-B02)	m ²	32.7		
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4.	Supply and install new carpet skirting and cornices to match the floors& paint with paint finish.	m ²	32.7		
5.	Supply and install new door strips	Item	15		
				Sub-Total	
				VAT.	
				TOTAL	

B. SCOPE OF WORK:

SUPPLY AND INSTALL STAGE CURTAINS

NOTES TO THE CONTRACTOR

1. All work to be of a high quality and shoddy workmanship will not be accepted.
2. The contractor to satisfy himself/herself that the quantities tendered for are correct as this quotation is not subject to variations. The contractor will do work as stipulated in the Bills of Quantities.
- 3. The contractor to supply samples for approval before installation**
4. The site to be left clean and tidy at all times.

BILLS OF QUANTITIES
(All rates must be VAT inclusive)

Item	Description	Unit	Quantity	Unit Rate	Total (Incl. VAT)
1.	<u>Supply and install stage curtains:</u> Velour curtains with 20,000 Rubs 100% cotton, Comp 65%, Warp 35% Pes Visco Colours: As per Mogale City Logo.	m	L x Drop 9.00 x 5.500 L x 4.00 Drop x 1.500		
2.	Allow for Eyelet tape	m	100		
3.	Fringing (Bottom Seam)	m	100		
4.	Fire Retardant treatment	m	L x Drop 9.00 x 5.500 L x 4.00 Drop x 1.500		
					R

EVALUATION CRITERIA

FUNCTIONALITY SCORING

All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for the price and 20 points are for specific goals and 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 be determined whether a quotation will be eligible for further evaluation and will not influence the points scored for Price.

NO	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1	<ul style="list-style-type: none"> The service provider/s experience and track record of similar or relevant works. 	10	
2	<ul style="list-style-type: none"> Available resources and equipment to execute the project 	10	
	TOTAL	20	12

A bidder that scores less than 12 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 12 out of 20 points are achieved.

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) 5 points
 - Female Equity (MBD 6.1) 1 point
 - Disabled ownership (MBD 6.1) 1 point
 - Promotion of SMME's (MBD 6.3) 3 points
 - Mogale Based Companies (MBD 6.11) points

OTHER DOCUMENTS REQUIRED:

- Original, valid tax clearance certificate
- Company registration documents
- Copies of ID's of shareholders
- Completed MBD 4, MBD 6.1, MBD 6.3, MBD 6.11, MBD 8 and MBD 9
- Copy of latest municipal account
- Price schedule (fixed prices including(Vat)

COMPLETION PERIOD

Completion period after date of official order _____ days

COUNCIL'S CHAMBER'S ADDRESS

Cnr. Commissioner and Market Street
Krugersdorp
1740

CLOSING DATE AND TIME:

Thursday 2nd June at 11h00

COMPULSORY SITE INSPECTION

Will be held on **Monday 30 May 2011 at 09:30** at the **Council Chamber, Cnr Commissioner and Market Street, Civic Centre, Krugersdorp.**

SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Eunice Segatlhe @ 011 951 2450 / 083 764 6351

Conditions:

- All prices quoted must be **VAT inclusive**
- All prices submitted must be fixed for the period of the quotation
- All prices quoted must be valid for thirty (30) days
- No tipp-ex or correction fluid may be used on the quotation document
- Quotations completed in pencil or any erasable pen will be regarded as invalid.
- If the pricing schedule is not signed the quotation will not be considered.
- Late and incomplete submissions will invalidate the quotation submitted.

NAME OF THE BIDDER: CONTACT PERSON:

TEL/ CELL NO: FAX NO:

.....
SIGNATURE

.....
DATE

