



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) 08/2011
QUOTATIONS ARE HEREBY INVITED FOR THE SUPPLY, DELIVERY AND INSTALLATION
OF FIXED AUDIOTORIUM/GALLERY CHAIRS IN MAYORAL CHAMBER, 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 10:15 at the Mayoral 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) 08/2011 For supply, delivery and installation of fixed auditorium/gallery chairs in Mayoral Chamber at Mogale City.																			
ADVERTISING DATE:	Wednesday 25 May 2011																			
DEPARTMENT:	Corporate Services – Administration Support Services																			
DESCRIPTION OF GOODS	<p>PROJECT SPECIFICATIONS</p> <ul style="list-style-type: none"> ○ 60 standard gallery/auditorium low-back chairs – 30 chairs on each side of the passage ○ Automatic self lifting seats ○ All chairs without or with armrests ○ All chairs must be secured/attached to the floor ○ Standard blue material covering ○ Weight bearing capacity of 110 kilograms per chair 																			
EVALUATION CRITERIA	<p>FUNCTIONALITY SCORING</p> <p>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.</p> <p>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.</p> <table border="1" data-bbox="397 1507 1500 1917"> <thead> <tr> <th data-bbox="397 1507 496 1577">NO</th> <th data-bbox="496 1507 1005 1577">DESCRIPTION</th> <th data-bbox="1005 1507 1224 1577">WEIGHTS</th> <th data-bbox="1224 1507 1500 1577">MINIMUM SCORE</th> </tr> </thead> <tbody> <tr> <td data-bbox="397 1577 496 1711">1</td> <td data-bbox="496 1577 1005 1711"> <ul style="list-style-type: none"> • The service provider/s experience and track record of installation of gallery chairs or relevant works. </td> <td data-bbox="1005 1577 1224 1711">10</td> <td data-bbox="1224 1577 1500 1711"></td> </tr> <tr> <td data-bbox="397 1711 496 1816">2</td> <td data-bbox="496 1711 1005 1816"> <ul style="list-style-type: none"> • Available resources and equipment to execute the project </td> <td data-bbox="1005 1711 1224 1816">10</td> <td data-bbox="1224 1711 1500 1816"></td> </tr> <tr> <td data-bbox="397 1816 496 1917"></td> <td data-bbox="496 1816 1005 1917" style="text-align: center;">TOTAL</td> <td data-bbox="1005 1816 1224 1917">20</td> <td data-bbox="1224 1816 1500 1917">12</td> </tr> </tbody> </table>			NO	DESCRIPTION	WEIGHTS	MINIMUM SCORE	1	<ul style="list-style-type: none"> • The service provider/s experience and track record of installation of gallery chairs or relevant works. 	10		2	<ul style="list-style-type: none"> • Available resources and equipment to execute the project 	10			TOTAL	20	12	
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	TOTAL	20	12																	

	<p>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.</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"> • 80 points for Price • 20 Preference points: <ul style="list-style-type: none"> ○ 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
<p>OTHER DOCUMENTS REQUIRED:</p>	<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 6.3, MBD 6.11, MBD 8 and MBD 9 • Copy of latest municipal account • Price schedule (fixed prices including(Vat)
<p>DELIVERY PERIOD</p>	<p>Delivery period after date of official order _____ days</p>
<p>COMPULSORY SITE INSPECTION</p>	<p>Will be held on Monday 30 May 2011 at 10:15 the Mayoral Chamber, Cnr Commissioner and Market Street, Civic Centre, Krugersdorp.</p>
<p>CLOSING DATE AND TIME:</p>	<p>Thursday 2nd June at 11h00</p>
<p>SUBMISSION OF QUOTES</p>	<p>Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp</p>
<p>ENQUIRIES:</p>	<p>Eunice Segatlhe @)011 951 2450 / 083 764 6351</p>

CORP (ADM) 08/2011

Description	Quantities	Price per Unit	Total Price Sixty (60) gallery chairs.
Gallery/ Auditorium low back chair, automatic self lifting seat, with or without armrests, attached to the floor, Standard blue material covering ,Weight bearing capacity of 110 kilograms per chair			

**PRICE SCHEDULE
(All Prices must be VAT inclusive)**

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

