



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/services listed hereunder:

**RFQ: COO (PMO) 01/2012
QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF OFFICE FURNITURE FOR THE PERFORMANCE MANAGEMENT OFFICE.**

Advertising date: Tuesday 16 August 2011

Closing date and time: Thursday 25 August 2011 @ 11:00

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**
- 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)

**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. Late and incomplete submissions will invalidate the quotation submitted.

RFQ NUMBER:	COO(PMO) 01/2012 For supply, delivery and off-loading of furniture for the PMO 's Office			
ADVERTISING DATE:	16 August 2011			
DEPARTMENT:	Chief Operating Officer: Performance Management Office			
DESCRIPTION OF GOODS	PROJECT SPECIFICATIONS			
	DESCRIPTION	QUANTITY	PRICE PER ITEM (Incl. VAT)	TOTAL PRICE (Incl. VAT)
	L-shaped Desk with 2,1 m x 0,7 m with rounded nose-end in one direction and 1,7m x 0,6m in the other direction with a square end and a four (4) drawer fixed pedestal one (1) drawer lockable, in maple.	22	R	
	High back chairs, flexi nylon arms with leather padding forward knee-tilt mechanism including gaslift.,five (5) star castor base in black leather touch	2	R	
	High Back chair, Swivel & Tilt mechanism, manual height adjusted nylon base with arm rest in black.	22	R	
	Visitors Nylon base chairs with arm rests in black.	44	R	
GRAND TOTAL				

EVALUATION CRITERIA	<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 price <ul style="list-style-type: none"> ○ Infrastructure, plant and equipment available to successfully execute this contract (3 points); ○ Previous experience in this field as well as references (3 points). ○ Delivery period/lead time (4 point) <p>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 5 points in respect of functionality will be disqualified</p>
OTHER DOCUMENTS REQUIRED:	<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 and MBD 8 • Copy of latest municipal account • Price schedule (fixed prices including Vat)
CLOSING DATE AND TIME:	Thursday 25 August 2010 at 11h00
DELIVERY ADDRESS	Delivery period from date of official invoice will bedays/weeks.
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Sipho Solfafa 083 763 4823 or e-mail siphos@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.

Name of the Bidder:

Contact Person:

Tel / Cell No:

Fax

SIGNATURE OF BIDDER

CAPACITY OF BIDDER