



Ref: Maropeng Mokhatla (SCM)  
Tel: (011) 951-2541/2014/16

maropengm@mogalecity.gov.za

**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: EM (SP) 03/2012  
QUOTATIONS ARE HEREBY INVITED FROM EVENT MANAGEMENT SERVICE PROVIDERS FOR  
CATERING AND DÉCOR FOR SEVEN HUNDRED (700) PEOPLE AT THE ANNUAL STATE OF THE  
CITY ADDRESS ON THE 3<sup>rd</sup> APRIL 2012.**

**Advertising date: Tuesday 20 March 2012**

**Closing date and time: Monday 26 March 2012 @ 11:00**

**Compulsory Briefing Session** will be held on at **Friday 23 March 2012 at 09:15**, at Flip Uys, 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](http://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 sixty (60) 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.
- **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 table below:**
  - **MBD 4. Declaration of Interest**
  - **MBD 6.1 B-BBEE Status Level of Contribution.**
  - **MBD 6.3: Promotion of SMME**
  - **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)

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

- **As from the 7 December 2011, all Service providers / contractors must submit valid, certified copies of their BEE certificates from an accredited BEE verification agency with their tender submission.** Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points.
- In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.
- **Electronic (e-mailed or faxed) quotations are not accepted.**

Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points  
In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.

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>	EM(SP) 03/2012 For Catering & Décor services at the Annual State of the City Address on the 3 <sup>rd</sup> of April 2012 for Mogale City Local Municipality.
<b>ADVERTISING DATE:</b>	Tuesday 20 March 2012
<b>DEPARTMENT</b>	Department and Section: Mayor's Office
<b>DESCRIPTION OF SERVICES</b>	<p><b><u>SCOPE OF WORK</u></b></p> <p>The Executive Mayor of Mogale City Local Municipality holds an annual event where developmental infrastructure projects are tackled to Mogale City communities and business people and all factors directly and indirectly affecting the development of the City.</p> <p>This quotation invites service providers and event management service providers to execute Catering and Décor services for the annual state of the city address function that will be held on the 3<sup>rd</sup> of April 2012.</p>

## **PROJECT SPECIFICATIONS**

Menu for 600 people	Menu for 100 People (Halaal)
<ul style="list-style-type: none"><li>• Rice</li></ul>	<ul style="list-style-type: none"><li>• Rice</li></ul>
<ul style="list-style-type: none"><li>• Samp</li></ul>	<ul style="list-style-type: none"><li>• Rolls</li></ul>
<ul style="list-style-type: none"><li>• Beef stew</li></ul>	<ul style="list-style-type: none"><li>• Fish</li></ul>
<ul style="list-style-type: none"><li>• Chicken</li></ul>	<ul style="list-style-type: none"><li>• Chicken</li></ul>
<ul style="list-style-type: none"><li>• 2 Vegies</li></ul>	<ul style="list-style-type: none"><li>• 2 Vegies</li></ul>
<ul style="list-style-type: none"><li>• 2 Salads</li></ul>	<ul style="list-style-type: none"><li>• 2 Salads</li></ul>

### **Dessert**

- Malva Pudding and Custard
- Fruit salad and Ice cream

### **Drinks**

- 700 Cans ( diet coke, sprite, fanta, coke, 100 % juice)
- 140 Bottles of Sparkling Wine (semi-sweet & sweet)

### **Décor**

ITEM	QUANTITY
<ul style="list-style-type: none"><li>• Tables</li></ul>	<ul style="list-style-type: none"><li>• 70</li></ul>
<ul style="list-style-type: none"><li>• Chairs</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Seat Covers</li></ul>	<ul style="list-style-type: none"><li>• 700 Chairs</li></ul>
<ul style="list-style-type: none"><li>• Table Cloths</li></ul>	<ul style="list-style-type: none"><li>• 70 Tables</li></ul>
<ul style="list-style-type: none"><li>• Overlay</li></ul>	<ul style="list-style-type: none"><li>• 70 Tables</li></ul>
<ul style="list-style-type: none"><li>• Serviettes (Cloths)</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Wet wipes</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Toothpicks (individually wrapped)</li></ul>	<ul style="list-style-type: none"><li>• 1000</li></ul>
<ul style="list-style-type: none"><li>• Salt &amp; Pepper canisters</li></ul>	<ul style="list-style-type: none"><li>• 2 per table</li></ul>
<ul style="list-style-type: none"><li>• Plates (main course)</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Side Plates</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Table Forks</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Table Knives</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Table Spoons</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Dishes ( dessert)</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Dessert-spoons</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Champagne Glasses</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Water Glasses</li></ul>	<ul style="list-style-type: none"><li>• 700</li></ul>
<ul style="list-style-type: none"><li>• Ice Buckets</li></ul>	<ul style="list-style-type: none"><li>• 70</li></ul>

<b>EVALUATION CRITERIA</b>	<b>FUNCTIONALITY SCORING</b>																					
	<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 determine whether a quotation will be eligible for further evaluation and will not influence the points scored on Price.</p> <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>																					
	<b>NO.</b>	<b>DESCRIPTION</b>	<b>WEIGHTS</b>																			
	1.	<ul style="list-style-type: none"> <li>The service providers experienced and track record of similar or relevant works 1-2 years = 3 points 3 -5 years =5 points 6 years plus = 10points</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>																			
<b>EVALUATION OF QUOTATION</b>	<p>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 table below:</p>																					
	<table border="1"> <thead> <tr> <th>BBBEE Status level of contributor</th> <th>Number of points(80/20 system)</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>16</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td><b>Non –complaint contributor</b></td><td><b>0</b></td></tr> </tbody> </table>			BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	16	4	12	5	8	6	6	7	4	8	2	<b>Non –complaint contributor</b>
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7	4																					
8	2																					
<b>Non –complaint contributor</b>	<b>0</b>																					

<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 8 and MBD 9</li> <li>• Copy of latest municipal account</li> <li>• Price schedule (fixed prices including Vat)</li> </ul>
<b>CLOSING DATE AND TIME</b>	Monday 26 March 2012 at 11.00am
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Kgosi Thage at (011) 951 - 2455

**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.

NAME OF THE BIDDER: .....

CONTACT PERSON: .....

TEL/ CELL NO: .....

FAX NO: .....

## 1. PRICING SCHEDULE

Description	Specify	Price per Person	Total of 600 People
Rice , Samp	• Rice	R	
	• Samp	R	
Beef stew & Chicken	• Beef stew	R	
	• Chicken	R	
Two Vegetables	1.	R	
	2.	R	
Two Salads	Salad 1.	R	
	Salad 2.	R	
Dessert	• Malva Pudding and Custard	R	
	• Fruit Salad and Ice Cream	R	
GRAND TOTAL (Vat Inclusive)			R

## **2. PRICING SCHEDULE (HALAAL)**

Description	Specify	Price per Person	Total of 100 People
Rice , Rolls	<ul style="list-style-type: none"> <li>• Rice</li> <li>• Rolls x12</li> </ul>	R  R	
Fish & Chicken	<ul style="list-style-type: none"> <li>• Fish</li> <li>• Chicken</li> </ul>	R  R	
Two Vegetables	1.  2.	R  R	
Two Salads	Salad 1.  Salad 2.	R  R	
Dessert	<ul style="list-style-type: none"> <li>• Malva Pudding and Custard</li> <li>• Fruit Salad and Ice Cream</li> </ul>	R  R	
<b>GRAND TOTAL (Vat Inclusive)</b>			<b>R</b>

### 3. PRICING SCHEDULE (DRINKS)

Description	Specify	Price per Person	Total of 700 People
Drinks	<ul style="list-style-type: none"> <li>Cans :Diet coke, sprite, Fanta and coke</li> </ul>	R	
	<ul style="list-style-type: none"> <li>100% Juice (500ml)</li> </ul>	R	
Total (Vat Inclusive)			R
		Per Bottle	Total of 140 Bottles
Sparkling Wine	<ul style="list-style-type: none"> <li>Semi sweet and sweet</li> </ul>	R	R
Total (Vat Inclusive)			



#### **4. PRICING SCHEDULE (Décor )**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE PER ITEM</b>	<b>QUANTITY</b>	<b>TOTAL PRICE (Vat inclusive)</b>
1	Tables		70	
2	Chairs		700	
3	Seat Covers		700 Chairs	
4.	Table Cloths		70 Tables	
5.	Overlay		70 Tables	
6.	Serviettes (Cloths)		700	
7.	Wet wipes	Per 50	700	
8.	Toothpicks (individually wrapped)	Per 1000	1000	
9.	Salt & Pepper canisters	2 pairs Per table	140 Canisters	
10.	Plates (main course)		700	
11.	Side Plates		700	
12.	Table Forks		700	
13.	Table Knives		700	
14.	Table Spoons		700	
15.	Dishes ( dessert)		700	

16.	Dessert-spoons		700	
17.	Champagne Glasses		700	
18.	Water Glasses		700	
19.	Ice Buckets		70	
GRAND TOTAL				

**TOTAL PRICE (VAT AND TRANSPORTATION INCLUSIVE): 1+2+3+4 = \_R\_\_\_\_\_**

.....  
Signature of Authorized person to sign a quotation

.....  
Date