



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 06/2012
QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE ORGANISING, HOSTING AND HANDOVER OF KAGISO REGIONAL PARK – PHASE ONE ON THE 23RD JUNE 2012.

Advertising date: Wednesday 20 June 2012

Closing date and time: Friday 22 June 2012 @ 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 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 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
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- **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.

| | |
|--------------------------------|---|
| RFQ NUMBER: | EM 06/2012 For organizing, hosting and handover of the Kagiso Regional Park – phase one on the 23 rd June 2012. |
| ADVERTISING DATE: | Wednesday 20 June 2012 |
| DEPARTMENT | Office of the Executive Mayor |
| DESCRIPTION OF SERVICES | SCOPE OF WORK |
| | <p>Mogale City Local Municipality adopted the Local Government Manifesto as its programme of action for the 2011 – 2016 political term. This document brought into sharp relief major issues that local government and communities face on a daily basis, which is reducing unemployment, creating more access to better quality basic services, overcoming the legacy of apartheid spatial development and strengthening communities and building effective, accountable and clean local government.</p> <p>In the year 2011 Mogale City Local Municipality appointed a service provider to construct the state-of- the- art Kagiso Regional Park, Phase one ,which has been completed and ready for handover to the community.</p> <p>The handover is planned for Saturday 23rd June 2012 and will involve fanfare to ensure that young people are welcome to the opening of a facility constructed.</p> <p>Approximately thousand (1000) community members and fifty (50) VIP's must be served a two course lunch meal including juice.</p> <p>A caterer must supply all cutleries, crockery, serving equipment etc. Please include a comprehensive menu for comparison purposes.</p> |

**EVAULATION
CRITERIA**

The following equipment/resources will be required for the successful hosting of the event:

- Posters
- Sound System
- Stage

ENTERTAINERS

Any form of entertainers that a service provider may propose

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FUNCTIONALITY SCORING

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.

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.

| NO. | DESCRIPTION | WEIGHTS | MINIMUM SCORE |
|-----|---|-----------|---------------|
| 1. | <ul style="list-style-type: none"> • 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 | 10 | |
| 2. | <ul style="list-style-type: none"> • Available resources and equipment to execute this project. | 10 | |
| | TOTAL | 20 | 12 |

| EVALUATION OF QUOTATION | <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" data-bbox="544 479 1273 887"> <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>Non –complaint contributor</td> <td>0</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 | Non –complaint contributor | 0 |
|-----------------------------------|---|-----------------------------------|--------------------------------|---|----|---|----|---|----|---|----|---|---|---|---|---|---|---|---|-----------------------------------|----------|
| 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 | | | | | | | | | | | | | | | | | | | | |
| Non –complaint contributor | 0 | | | | | | | | | | | | | | | | | | | | |
| 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 8 and MBD 9 • Copy of latest municipal account • Price schedule (fixed prices including Vat) | | | | | | | | | | | | | | | | | | | | |
| CLOSING DATE AND TIME | Friday 22 June 2012 at 11.00am | | | | | | | | | | | | | | | | | | | | |
| SUBMISSION OF QUOTES | Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp | | | | | | | | | | | | | | | | | | | | |
| ENQUIRIES: | Mr. Eric Ngwana Tel: (011) 668-0500 Cell: 083-766-7640 / 082-625-5126 Email: ericon@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.
- 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:

SIGNATURE OF BIDDER

CAPACITY OF BIDDER