



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 goods listed hereunder:

RFQ: F (E) 02/2012

QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF A SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STEEL SHELVES AT ARCHIVES SECTION.

Advertising date: Friday 9 September 2011

Closing date and time: Monday 19 September 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**
 - **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 – F (E) 02/2012 For the appointment of a service provider for the supply and delivery of steel shelves at Archives Section.		
ADVERTISING DATE:	Friday 9 September 2011		
DEPARTMENT	Finance Department: Expenditure		
DESCRIPTION OF GOODS	PROJECT SPECIFICATIONS		
	Shelving units with 4 x angle posts complete with bracing strips, bolts and nuts to add strength to the unit, perfect for open –shelf storage or display purposes. Required levels of shelves: seven (7) levels.		
	Description	Quantities	Price per Unit (Incl. VAT)
	4x angle posts with side and back bracing Height :2400 Width:914 Depth:305	50	R
			Total Price (Including VAT)
			R
	<u>TECHNICAL EVALUATION CRITERIA</u>		
	The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.		
	<ul style="list-style-type: none"> • 80 points Price 		
	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 specific goals and / or for achieving the prescribed Reconstruction and Development Programme (RDP)		
	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 further be evaluated and will not influence the points scored on Price.		

EVALUATION CRITERIA	No.	Description	Weight	Minimum Score
	1.	Previous experience and expertise to supply and assemble the open shelving units or similar projects, (5 references = 10 points, 4 references = 7points, 3 references=5points,2 references =4points, 1 reference = 3points, 0reference = 1point)	10	
	2.	Available resources and equipment available to execute this project	10	
		TOTAL	20	12
OTHER DOCUMENTS REQUIRED:	<p>If any criterion is rated zero points, the tenderer will be rejected, even if the required 12 out of 20 points are achieved.</p> <ul style="list-style-type: none"> • 20 Preference points: <ul style="list-style-type: none"> ○ HDI (Historically Disadvantaged) (MBD 6.1) 4 points ○ Female Equity (MBD 6.1) 2 points ○ Disabled ownership (MBD 6.1) 1 point ○ Promotion of SMME's (MBD 6.3) 3 points ○ Mogale Based companies (MBD 6.11) 10 points • 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) 			
	DELIVERY PERIOD	Delivery period after date of official order will bedays / weeks.		
CLOSING DATE AND TIME:	Monday 19 September 2011 at 11h00			
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp			
ENQUIRIES:	Shirley Van Niekerk/ Nosipho Ngangani at (011) 951-2095/2018			

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.

NAME OF THE BIDDER: CONTACT PERSON:

TEL/ CELL NO: FAX NO:

BIDDERS SIGNATURE:

DATE: