



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 listed hereunder:

RFQ: IEM (P) 06/2012

QUOTATIONS ARE INVITED FROM SUITABLE COMPANIES TO SUPPLY AND LAY INSTANT LAWN ON VARIOUS SITES WITHIN JURISDICTION OF MOGALE CITY ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF TWO (2) YEARS.

Advertising date: Tuesday 27 September 2011

Closing date and time: Wednesday 5 October 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, and 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 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.

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|---------------------------------------|---|
| RFQ NUMBER: | RFQ – IEM (P) 06/2012 For the supply and laying of instant lawn within jurisdiction of Mogale City on an as and when required basis for a period two (2) years. |
| ADVERTISING DATE | Tuesday 27 September 2011 |
| DEPARTMENT | Integrated Environmental Management – Parks Management |
| DESCRIPTION OF SERVICES/ GOODS | <p>SCOPE OF WORK</p> <p>This contract provides for the appointment of a suitably experience company to supply and lay kikuyu instant lawn on as and when required for a period of two (2) years.</p> <p>SPECIFICATIONS</p> <p>The following standard specifications will apply:</p> <ul style="list-style-type: none"> ▪ Grass sods to be no longer than 24 hours old from lifting when delivered. ▪ Soil must be moist and rolled prior to planting ▪ Lay sods against each other and fill joints with top soil ▪ Acceptable tolerance in height will be 20mm when measured with 3000mm straight edge from topographical line. ▪ Irrigate after laying ▪ Roll grassed area with garden roller to an even surface. ▪ Sods to be planted within 48 hours of delivery. |
| 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 Price and 20 points are for specific goals and / or for achieving the prescribed reconstruction and Development Programme (RDP) goals.</p> |

| Criteria | Weight | Minimum score |
|--|--------|---------------|
| <ul style="list-style-type: none"> • Related plant and equipment available | 10 | |
| <ul style="list-style-type: none"> • Previous experience of key staff members in the field (two points per years' experience) | 10 | |
| | 20 | 10 |

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 10 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 10 out of 20 points are achieved.

The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.

80 points for Price

- 20 Preference points:
 - HDI (Historically Disadvantaged) (MBD 6.1) 6 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) 8 points

| | |
|---------------------------------|--|
| 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 ,MBD 8 and MBD 9 • Copy of latest municipal account • Price schedule (fixed prices including Vat) |
| COMPLETION PERIOD | Delivery period after date of official orderdays. |
| VALUE OF CONTRACT | The price shall include the supply and lying per square meter and must include VAT. The total value of this contract will not exceed R200 000.00. |
| CLOSING DATE AND TIME | Wednesday 5 October 2011 at 11h00 |

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| SUBMISSION OF QUOTES | Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp |
| ENQUIRIES: | Mr. R. Bouwer at 011 951 2115 / 083 258 4762 at Parks Section |

RFQ – IEM (P) 06/2012

**PRICING SCHEDULE
(Prices quoted must be inclusive of VAT)**

| Description | Unit | Total |
|-----------------------------------|--------------------|-------|
| Supply of instant lawn only | Per m ² | |
| Supply and laying of instant lawn | Per m ² | |

Escalation index applicable (if applicable) in year 2

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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 thirty (30) days.

NAME OF THE BIDDER: CONTACT PERSON:

TEL/ CELL NO: FAX NO:

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SIGNATURE DATE