



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 services listed hereunder:

RFQ: MM 01/2012

QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED SERVICE PROVIDER/S FOR THE FACILITATION OF THE REVIEW OF THE STRATEGIC PLAN OF THE MUNICIPALITY DURING SEPTEMBER MONTH.

Advertising date: Tuesday 6 September 2011

Closing date and time: Wednesday 14 September 2011 at 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 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:	RFQ – MM 01/2012 For experienced service provider to facilitate the review of the strategic plan of the Municipality during September month.
ADVERTISING DATE:	Tuesday 6 September 2011
DEPARTMENT	Department and Section: Strategic Support
	<p style="text-align: center;">1. BACKGROUND</p> <p>The objective is to revise the approved strategic plan of the municipality. To provide a clear guidance on Strategic issues in line with the vision, mission and objectives of this organization, taken into consideration the approved IDP, National and Provincial Government Priorities.</p> <p style="text-align: center;">2. SCOPE</p> <ul style="list-style-type: none"> • The successful service provider must compile the strategic plan for the next five years based on the approved IDP, National and Provincial Priorities. • The strategic plan must be available immediately after the session, in other words we want a hard copy by closure of the session. The session will be a two days' workshop; the service provider will be informed of the venue by the Municipality. Service provider must provide own resources, equipment, etc for facilitation of workshop. No sleeping over will be necessary. • The vision and mission must be relooked as well as focus points and strategic goals. <p style="text-align: center;">3. DELIVERABLES</p> <p>A five years strategic plan must immediately available on closure of the last day of the workshop/ session.</p> <p style="text-align: center;">4. DURATION</p> <p>Two days' workshop, any two days between the 19th and 22nd September 2011.</p>

5. Fee Structure:

The prices quoted must be inclusive of but not limited to:

- Materials and equipment must be supplied by the service provider
- Duration is restricted two (2) days
- Facilitation fees
- Price must be inclusive of VAT.

FUNCTIONALITY SCORING

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.

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, 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.

NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE	
1.	<ul style="list-style-type: none"> • The service providers experienced and track record of similar or relevant work 	10		
2.	<ul style="list-style-type: none"> • Available resources and equipment to execute this project. 	10		
	TOTAL	20	12	

EVALUATION CRITERIA:

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) 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

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)
CLOSING DATE AND TIME	Wednesday 14 September 2011 at 11.00am
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Jolinda Janeke at (011) 951 2013 at Municipal Manager's Office or e-mail jolindaj@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 thirty (30) days.

NAME OF THE BIDDER:

CONTACT PERSON:

TEL/ CELL NO:

FAX NO:

SIGNATURE OF BIDDER

CAPACITY OF BIDDER

