



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: CORP (HR) 01/2012

QUOTATIONS ARE HEREBY INVITED FROM QUALIFIED, EXPERIENCED, REGISTERED AND APPROVED INSPECTION AUTHORITIES TO CONDUCT AN OCCUPATIONAL HYGIENE SURVEY AT MOGALE CITY LOCAL MUNICIPALITY.

Advertising date: Tuesday 14 June 2011

Closing date and time: Friday 24 June 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 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- CORP(HR) 01/2012 For conducting Occupational Hygiene Survey for Mogale City Local Municipality.
ADVERTISING DATE:	Tuesday 14 June 2011
DEPARTMENT:	Corporate Support Services – Human Capital Management
DESCRIPTION OF SERVICES	<p>TERMS OF REFERENCE</p> <p style="text-align: center;">THE SCOPE OF WORK</p> <p>The Mogale City Local Municipality seeks the services of a suitable qualified and Registered Inspection Authority to conduct the following Occupational Hygiene Surveys as per , the Occupational Health and Safety Act and its incorporated Regulations:</p> <ul style="list-style-type: none"> ➤ Noise Survey. ➤ Illumination Survey. ➤ Ergonomic Survey. ➤ Environmental Monitoring. <p>PURPOSE</p> <p>Section 8 of the Occupational Health and Safety Act 85 of 1993, requires an employer to provide and maintain an environment that is Safe and free of any hazards and risk that may affect the Health and Safety of its employees. The purpose of this project is to conduct a comprehensive Occupational Hygiene Survey within the Mogale City Local Municipality.</p> <p>ACTIVITIES TO UNDERTAKE</p> <p>For the project to succeed, the Successful Approved Inspection Authority will have to conduct physical visits to all twenty-three (23) various sites within Mogale City Local Municipality workplaces and,</p> <ul style="list-style-type: none"> • Identifying principal environmental factors. • Identifying physical environmental factors. • Identifying chemical environmental factors. • Evaluating and measuring environmental factors. • Compile and present a detailed comprehensive Report. • Make proper recommendations based on the outcome of the measuring and monitoring process.

THE EXPECTED DELIVERABLES

It is envisaged that the Successful Service Provider must comply with the following minimum requirements:

1. Registration with the Department of Labour as Approved Inspection Authority.
2. Registration with relevant professional body.
3. Demonstrate understanding of the OHS Act and the Relevant Regulations.

SUBMISSIONS

As a minimum, the proposal should include, among others, the following:

- Proper Methodology and Approach.
- Company Profile with a clearly defined track record on conducting Occupational Hygiene Survey.
- Detailed Project Implementation Plan including a time frame for the project
- Valid Calibration certificates for the monitoring equipment to be used in the project.
- Curriculum Vitae to include qualifications, experience profile of the individual team members to be involved in the project.

PROJECT COSTING

In terms of the Municipality's procurement procedures quotations are evaluated on the basis of a total cost or value for money (in addition to other criteria). As such potential service providers are required to prepare a plan of work with clear cost estimates based on the information provided in this terms or reference, as this will facilitate a comparison across quotations.

The plan of work is to include detailed tasks to be carried out, how long it will take to complete the task, person(s) allocated to each task, hourly rate to be charged and number of hours allocated for each task, travelling and disbursements.

All assumptions made in preparing the cost estimate must be clearly indicated in the quotation.

The potential Service Providers should note that the Mogale City Local Municipality will consider the amendments in respect of the process and the scope described above where these will improve quality of the final deliverable.

<p>EVALUATION CRITERIA</p>	<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> <table border="1" data-bbox="419 510 1441 1048"> <thead> <tr> <th>Criteria</th> <th>Weight</th> <th>Minimum score</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Qualifications, experience and expertise of service provider in relation to the requirements set out within these terms of reference. </td> <td></td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> • The potential service provider's track record of similar or relevant work </td> <td></td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Commitment of time of service provider to the project and resources available that will specifically be utilized for this contract. </td> <td></td> <td></td> </tr> <tr> <td></td> <td>15</td> <td>10</td> </tr> </tbody> </table> <p>The above mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 10 points is not scored for functionality, quotations 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. If any criterion is rated zero points, the tenderer will be rejected, even if the required 10 out of 15 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) 8 points 	Criteria	Weight	Minimum score	<ul style="list-style-type: none"> • Qualifications, experience and expertise of service provider in relation to the requirements set out within these terms of reference. 			<ul style="list-style-type: none"> • The potential service provider's track record of similar or relevant work 			<ul style="list-style-type: none"> • Commitment of time of service provider to the project and resources available that will specifically be utilized for this contract. 				15	10
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<p>OTHER DOCUMENTS REQUIRED:</p>	<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 • Schedule (fixed prices including Vat) 															

CLOSING DATE AND TIME:	Friday 24 June 2011 at 11h00	
COMPLETION PERIOD	Completion period after date of official order will bedays /months	
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp	
ENQUIRIES	Themba Dlamini (011) 951-2434	

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:

TEL/ CELL NO:

CONTACT PERSON

FAX NUMBER.....

Signature

Date

