



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: SS (L) 03/2012
QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF MAGAZINES TO MOGALE CITY LIBRARIES FOR A PERIOD OF ONE (1) YEAR.

Advertising date: Friday 4 May 2012

Closing date and time: Tuesday 15 May 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)
 - No Electronic submissions will be accepted.

**MOGALE CITY LOCAL MUNICIPALITY
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

- **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:	SS(L)03/2012 For supply, delivery and offloading of magazines to Mogale City Libraries for a period of one (1) year.			
ADVERTISING DATE:	Friday 4 May 2012			
DEPARTMENT	Department and Section: Social Services: Library services			
DESCRIPTION OF SERVICES	PROJECT SPECIFICATIONS			
	1. Azaadville library – Magazines			
	Magazines	Issues per year	Price per magazine	Total Per Year
	Bona (English)	12		
	Elle	12		
	Essentials	12		
	Garden & Home	12		

Living & Loving	12		
Men's Health (SA)	8		
National Geographic kids (SA)	12		
Oprah SA	12		
SA sport ill	12		
True love	11		
You	48		

2. Desmond Tutu library - Magazines

Magazines	Issues per year	Price per magazine	Total Per Year
Bona (English)	12		
Car (SA)	12		
Career success	11		
Drum (English)	48		
Essentials (SA)	12		
Garden & Home	12		
Kick off	24		
Marie Claire (SA)	12		
Men's Health (SA)	8		
Minimag	12		

Move	12		
True love	11		
Women's Health	10		
You	48		

3. Hekpoort library - Magazines

Magazines	Quantity	Price per magazine	Total Per Year
Bona (English)	12		
Drum (English)	48		
Entrepreneur SA	12		
Fair Lady	12		
Farmer's Weekly	48		
Men's Health (SA)	8		
You	48		
Your baby	11		

4. Kagiso Library - Magazines

Magazines	Issues per year	Price per magazine	Total Per Year
Bona (English)	12		
Career success	11		
Drum (English)	48		
Essentials	12		
Garden & Home	12		
Getaway	12		
Kick off	25		
Minimag	12		
PC Format	12		
SA Sport Illustrated	12		
Teen zone	11		
True love	11		

5.Krugersdorp library – Magazines

Magazines	Quantity	Price per magazine	Total Per Year
Car	12		
Drum (English)	48		
Garden & Home	12		
Huisgenoot	48		
Ideas	12		
Joy!	12		
Men's Health (SA)	8		
Rooi Rose	12		
SA Sport Illustrated	12		
You	48		

6. Lewisham library - Magazines

Magazines	Quantity	Price per magazine	Total Per Year
Bona (English)	12		
Essentials	12		
Fair Lady	12		
Finesse	12		
Garden & Home	12		
Huisgenoot	48		
Oprah SA	12		
True love	11		
You	48		

7.Lusaka library - Magazines

Magazines	Quantity	Price per magazine	Total Per Year
Bona (English)	12		
Cosmopolitan	12		
Drum (English)	48		
Elle (SA)	12		
Fair Lady	12		
Getaway	12		
Ideas	12		

Kick off	24		
Living & Loving	12		
Men's Health (SA)	8		
Oprah SA	12		
SA Sport Illustrated	12		
Teen Zone	11		
True love	11		

8.Magaliesburg library - Magazines

Magazines	Quantity	Price per magazine	Total Per Year
Craftwise	6		
Farmer's Weekly	48		
Garden & Home	12		
Huisgenoot	48		
Living & Loving	12		
True love	11		
You	48		

9. Muldersdrift library - Magazines

Magazines	Quantity	Price per magazine	Total Per Year
Bona	12		
Drum (English)	48		
Kick off	24		
Men's Health (SA)	8		
Oprah SA	12		
True love	11		
You	48		

10.Sakkie Nel library - Magazines

Magazines	Quantity	Price per magazine	Total Per Year
Craftwise	6		
Drum	48		
Garden & Home	12		
Huisgenoot	48		
Rooi Rose	12		
Time magazine	48		
True love	11		
Vrouekeur	48		

**EVALUATION
CRITERIA**

MAGAZINES

- ❖ **All Magazines will be covered in plastic and correctly addressed to relevant library. All magazines will be delivered to: Krugersdorp library, cnr Market and Von Brandis**

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="520 510 1249 920"> <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 6.3, MBD 8 and MBD 9 • Copy of latest municipal account • Price schedule (fixed prices including Vat) 																				
DELIVERY PERIOD	Turnaround time from receipt of official order will bedays.																				
PRICING	The total value of quotation over a period of one (1) year period will not exceed the R200 000.00(Two hundred thousand rands).																				
CLOSING DATE AND TIME	Tuesday 15 May 2012 at 11.00am																				
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp																				
ENQUIRIES:	Nene Seboko @ 071 855 4773 at Library Services																				

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