



Ref: Violet Sebola (SCM)

violet.sebola@mogalecity.gov.za

Tel: (011) 951-2014/2177/16

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: CORP (HR) 05/2013

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE AT MOGALE CITY LOCAL MUNICIPALITY.

Advertising date: Tuesday 15 January 2013

Closing date and time: Tuesday 22 January 2013 @ 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.
- 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 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)

**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) 05/2013 For the supply, delivery and installation of office furniture at the Human Capital Management Section.	
ADVERTISING DATE:	Tuesday 15 January 2013	
DEPARTMENT:	Corporate Services – Human Capital Management Services	
DELIVERY PERIOD	Delivery period after the date of official orderdays / weeks	
DESCRIPTION OF SERVICES	<u>PROJECT SPECIFICATIONS</u>	
	DESCRIPTION	QUANTITY
	1. Desk shell 2000/1800/1600(w) conference section 900(w) x 600 (d) side extension with desk pedestals.	6
	2. Roller shutter system cabinet 1100(w) x 560(d) x1500(h).	6
	All in Medium Stained Cherry Veneer	

EVALUATION CRITERIA:

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:

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

FUNCTIONALITY SCORING

The below mentioned criteria regarding functionality are required for responsiveness. If the minimum of 06 points is not scored for functionality the proposal will be rejected.

A bidder that scores less than 06 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 06 out of 10 points are achieved.

Description	Weight	Minimum Score
1. Previous Team Members” Experience in this field as well as references (3 points). 1-2 experience = 1 points 3-4 years’ experience = 3 points 5+ years’ experience = 5 points	3	
2. Relevant Resources available to execute this project (4 points)	4	
3. Delivery period/lead time (3 points)	3	
Total points	10	6

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 06 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 06 out of 10 points are achieved.

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 8 and MBD 9 • Copy of latest municipal account • Schedule (fixed prices including Vat)
CLOSING DATE AND TIME:	Tuesday 22 January 2013 at 11h00
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
ENQUIRIES	Monamodi Matsapola at (011) 951-2003/2007/083 763 9866 or monamodi.matsapola@mogalecity.gov.za

Conditions:

- All prices quoted must be **inclusive of VAT**.
- Price(s) quoted must be valid for at least **sixty (60) days** from date of your offer.
- 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.

NAME OF THE BIDDER: TEL/ CELL NO:

CONTACT PERSON FAX NUMBER.....

SIGNATURE OF BIDDER

CAPACITY OF BIDDER

PRICING SCHEDULE:

Name of Bidder:	Closing Date: 22 January 2013
Quotation N0:CORP(HR) 05/2013	Closing Time: 11:00

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF THE QUOTATION

Item Description	Price per unit (including VAT)	Quantity	Total Price (Incl. VAT)
1. Desk shell 2000/1800/1600(w) conference section 900(w) x 600 (d) side extension with desk pedestals.	R	6	
2. Roller shutter system cabinet 1100(w) x 560(d) x1500(h).	R	6	
All in Medium Stained Cherry Veneer			
GRAND TOTAL (VAT INCLUSIVE)			R

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SIGNATURE OF BIDDER

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CAPACITY OF BIDDER