



Ref: Maropeng Mokhatla (SCM)
Tel: (011) 951-2541/2014/16

maropengm@mogalecity.gov.za

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: EM 01/2013
QUOTATIONS ARE HEREBY INVITED FROM POTENTIAL SERVICE PROVIDERS FOR THE ORGANISING, HOSTING AND HANDOVER OF KAGISO REGIONAL PARK – PHASE ONE TO THE COMMUNITY ON THE 1ST OF SEPTEMBER 2012.

Advertising date: Friday 24 August 2012

Closing date and time: Wednesday 29 August 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)

**MOGALE CITY LOCAL MUNICIPALITY
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- **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 BBBEE 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:	EM 01/2013 For organizing, hosting and handover of the Kagiso Regional Park – phase one to the community on the 1 st of September 2012.
ADVERTISING DATE:	Friday 24 August 2012
DEPARTMENT	Office of the Executive Mayor
DESCRIPTION OF SERVICES	<p style="text-align: center;">SCOPE OF WORK</p> <p>On the 9th of June, Mogale City Local Municipality adopted the 2011 Local Government Manifesto as its programme of action for the 2011 – 2016 political term. This document brought into sharp relief major issues that local government and communities face on a daily basis, which is reducing unemployment, creating more access to better quality basic services, overcoming the legacy of apartheid spatial development and strengthening communities and building effective, accountable and clean local government.</p> <p>The manifesto enjoins us to improve local public service and broaden access to them. Following on a determined and progressive trajectory of development of the city which include R3.6 million upgrade of the Azaadville Recreational Park which was handed over to the community in 2010, the Municipality identified a need to build a regional park in Kagiso. In the year 2011 the Municipality appointed a service provider to construct this R21 million state-of-the-art facility which will feature element like an amphitheatre, picnic area etc.</p> <p>The first phase of the landscape construction development works of Kagiso Regional</p>

Park has been completed and ready for handover to the community.

The opening of the park, which is essentially constructed as a contribution to elimination of loitering and idling of young people, who end up resorting to crime and other forms of social vice when minds are not productively preoccupied.

The handover is planned for Saturday 1ST September 2012 and will involve fanfare to ensure that young people are mobilized to come and welcome to the opening of a facility constructed in their name.

Approximately hundred and fifty (150) VIP's must be served a two course lunch meal including juice.

A caterer must supply all cutleries, crockery, serving equipment etc. Please include a comprehensive menu for comparison purposes.

The following equipment/resources will be required for the successful hosting of the event:

- Marquee
- Posters
- Sound System
- Stage
- Catering for 150 VIPs
- Entertainment

ENTERTAINERS

Any form of entertainers that a service provider may propose

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EVAULATION CRITERIA	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.																						
	NO.	DESCRIPTION	WEIGHTS																				
	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" style="margin-left: auto; margin-right: auto;"> <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
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PRICING SCHEDULE		
	EQUIPMENT/RESOURCES	PRICE
	Marquee	
	Posters	
	Sound System	
	Stage	
	Catering for 150 VIP's	
	Entertainment	
	TOTAL PRICE (INC VAT)	
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 • Price schedule (fixed prices including Vat) 	
VALUE OF QUOTATION	Value of quotation not to exceed R200 000.00	
CLOSING DATE AND TIME	Wednesday 29 August 2012 at 11.00am	
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp	
ENQUIRIES:	Mr. Eric Ngwana Tel: (011) 668-0500 Cell: 083-766-7640 / 082-625-5126 Email: ericn@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 sixty (60) days.

NAME OF THE BIDDER:

CONTACT PERSON:

TEL/ CELL NO:

FAX NO:

SIGNATURE OF BIDDER

CAPACITY OF BIDDER