



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 02/2013**  
**QUOTATIONS ARE HEREBY INVITED FROM POTENTIAL SERVICE PROVIDERS FOR THE ORGANISING AND HOSTING OF EXECUTIVE MAYOR'S PUBLIC MEETING WITH THE COMMUNITY OF TUDOR SHAFT ON THE 13<sup>TH</sup> SEPTEMBER 2012.**

**Advertising date: Tuesday 11 September 2012**

**Closing date and time: Wednesday 12 September 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

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**The following conditions will apply:**

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- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://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  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

- **As from the 7 December 2011, all Service providers / contractors must submit valid, certified copies of their BBBEE certificates from an accredited BBBEE verification agency with their quotation submission.** 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.
- **Electronic (e-mailed or faxed) quotations are not accepted.**

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.

<b>RFQ NUMBER:</b>	EM 02/2013 For organizing and hosting of executive mayor's public meeting with the community of Tudor shaft on the 13 <sup>th</sup> September 2012.
<b>ADVERTISING DATE:</b>	Tuesday 11 September 2012
<b>DEPARTMENT</b>	Office of the Executive Mayor
<b>DESCRIPTION OF SERVICES</b>	<b>SCOPE OF WORK</b>
	<p>On the 30<sup>th</sup> July 2012, two children fell victim to separate incident of reckless driving on Tudor Road, next to Tudor Shaft/Soul City informal settlements. One of the children was hospitalized whilst the other passed away.</p> <p>The community reacted angrily to these incidents. There was substantial damage to municipal property, barricading of roads as well as attacks on private vehicles.</p> <p>A meeting of stakeholders was called on the 1<sup>st</sup> August 2012 by the office of the MEC for Local Government and Housing in Gauteng. The purpose of which was to address the list of grievances that were raised by the community. This meeting established a Task Team to address the issues that could be managed immediately, in the medium term and/or long-term.</p> <p>On the 5<sup>th</sup> of August 2012 a public meeting was held at Tudor soccer grounds, the Task Team provided the community with feedback on the progress made on the cardinal demands placed before the municipality, viz. scholar patrollers, water and speed calming measures.</p> <p>On the 17<sup>th</sup> August the Executive Mayor met with the Tudor Shaft Task Team at the</p>

**EVAULATION  
CRITERIA**

Mogale City Local Municipality Stores in Tudor Shaft. He provided a progress report on issues raised by the community and further committed to a public meeting to address the broader community about their issues.

The meeting has been scheduled to be held at the Soul City sports ground on Thursday the 13<sup>th</sup> September 2012

To ensure that the public meeting will be successful, the office of the Executive Mayor requires the following equipment/ resources:

- Marquee
- 2000 chairs
- Sound System
- Stage
- Loud -hailing

**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	MINIMUM SCORE
1.	<ul style="list-style-type: none"> <li>• 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</li> </ul>	10	
2.	<ul style="list-style-type: none"> <li>• Available resources and equipment to execute this project.</li> </ul>	10	
	<b>TOTAL</b>	<b>20</b>	<b>12</b>

<b>EVALUATION OF QUOTATION</b>	<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="544 479 1273 887"> <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><b>Non –complaint contributor</b></td> <td><b>0</b></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	<b>Non –complaint contributor</b>	<b>0</b>
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<b>OTHER DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Original, valid tax clearance certificate</li> <li>• Company registration documents</li> <li>• Copies of ID's of shareholders</li> <li>• Completed MBD 4, MBD 6.1, MBD 8 and MBD 9</li> <li>• Copy of latest municipal account</li> <li>• Price schedule (fixed prices including Vat)</li> </ul>																				
<b>VALUE OF QUOTATION</b>	Value of quotation not to exceed R200 000.00																				

<b>CLOSING DATE AND TIME</b>	Wednesday 12 September 2012 at 11.00am
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Mr. Eric Ngwana Tel: (011) 668-0500 Cell: 083-766-7640 / 082-625-5126 Email: <a href="mailto:ericn@mogalecity.gov.za">ericn@mogalecity.gov.za</a>

**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: .....

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SIGNATURE OF BIDDER

\_\_\_\_\_  
CAPACITY OF BIDDER