



Ref: Mapula Sebola (SCM)

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Tel: (011) 951-2014/16/2541

**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: EM 07/2013**

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF OFFICE FURNITURE FOR POLITICAL SUPPORT SERVICES IN MOGALE CITY LOCAL MUNICIPALITY.**

**Advertising date: Monday 04 March 2013**

**Closing date and time: Tuesday 12 March 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](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.
- 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.

<b>RFQ NUMBER:</b>	RFQ- EM 07/2013 Quotations are hereby invited from service providers for the supply, delivery and off- loading of office furniture for staff members in political support services in Mogale City Local Municipality.			
<b>ADVERTISING DATE:</b>	Monday 04 March 2013			
<b>DEPARTMENT:</b>	Political Support Services			
	<b><u>PROJECT SPECIFICATIONS</u></b>			
	<b>POSITION</b>	<b>UNIT</b>	<b>ITEMS REQUESTED</b>	<b>QUANTITY</b>
	1.MMC Rural Development and Human Settlement		1.1 Executive leather swing chair	1
			1.2 Visitors leather chairs with arm rests	4
			1.3 Executive desk with credenza Approx. size of desk 1.8m	1
			1.4 Conferencing table (seat 4 people)	1
			1.5 4 door filing cabinet	1
			1.6 Mini fridge	1
	2.Manager – service delivery	Service delivery (monitoring and evaluation)	2.1 Executive leather swing chair	1
			2.2 Visitors leather chairs	4
			2.3 Executive desk with credenza	1
			2.4 Conferencing table	1
			2.5 4 door filing cabinet	1
	3.Specialist - Stakeholder	Public participation	3.1 Desk with credenza	1
	4.Engagement		4.1 Swing chair	1
			4.2 Visitors chair	2
			4.3 Filing cabinet	1
	5.Acting Specialist	Office of the status of people with disabilities	5.1 Swing leather chair	1
	6.Acting Officer	Office of the status	6.1 Desk with	1

<b>EVALUATION CRITERIA:</b>		of people with disabilities	credenza (non-executive)																					
			6.2 Swing chair	1																				
			6.3 Visitors chair	2																				
			6.4 Filing cabinet (2 doors)	1																				
<p><b>Must all be in cherry wood (the two executive desks must be real wood and the other sets can be cherry wood veneer, about 1.5m in size)</b></p> <p><b>Approximate budget available for the purchase of this furniture: R150 000.00</b>  <b>Please attach your catalogues and clearly mark the furniture that you are offering in terms of this RFQ.</b></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 Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:</p>																								
<table border="1"> <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>Non –complaint contributor</b>	<b>0</b>																							
<b>FUNCTIONALITY SCORING</b>	<p><b>FUNCTIONALITY SCORING</b>  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.</p> <p>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.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Weight</th> <th>Minimum Score</th> </tr> </thead> <tbody> <tr> <td>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</td> <td>3</td> <td></td> </tr> <tr> <td>2. Relevant Resources available to execute this project (4 points)</td> <td>4</td> <td></td> </tr> <tr> <td>3. Delivery period/lead time (3 points)</td> <td>3</td> <td></td> </tr> <tr> <td><b>Total points</b></td> <td><b>10</b></td> <td><b>6</b></td> </tr> </tbody> </table>				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		<b>Total points</b>	<b>10</b>	<b>6</b>					
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	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.
<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>• Schedule (fixed prices including Vat)</li> </ul>
<b>CLOSING DATE AND TIME:</b>	Tuesday 12 March 2013 at 11h00
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
<b>DELIVERY PERIOD</b>	Delivery period after the date of official order .....days / weeks
<b>ENQUIRIES</b>	Danny Thupane (011) 668 – 0601/ 083 379 5458

**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: 12 March 2013
Quotation NO:EM 07/2013:	Closing Time: 11:00

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

POSITION	UNIT	ITEMS REQUESTED	QUANTITY	PRICE PER ITEM	TOTAL PRICE INCLUDING VAT
1.MMC Rural Development and Human Settlement		1.1 Executive leather swing chair	1	R	R
		1.2 Visitors leather chairs	4	R	R
		1.3 Executive desk with credenza	1	R	R
		1.4 Conferencing table	1	R	R
		1.5 4 door filing cabinet	1	R	R
		1.6 Mini fridge	1	R	R
2.Manager – service delivery	Service delivery (monitoring and evaluation)	2.1 Executive leather swing chair	1	R	R
		2.2 Visitors leather chairs	4	R	R
		2.3 Executive desk with credenza	1	R	R
		2.4 Conferencing table	1	R	R

		2.5 4 door filing cabinet	1	R	R
3.Specialist - Stakeholder	Public participation	3.1 Desk with credenza	1	R	R
4.Engagement		4.1 Swing chair	1	R	R
		4.2 Visitors chair	2	R	R
		4.3 Filing cabinet	1	R	R
5.Acting Specialist	Office of the status of people with disabilities	5.1 Swing leather chair	1	R	R
6.Acting Officer	Office of the status of people with disabilities	6.1 Desk with credenza	1	R	R
		6.2 Swing chair	1	R	R
		6.3 Visitors chair	2	R	R
		6.4 Filing cabinet	1	R	R
All in cherry wood					
<b>TOTAL PRICE (VAT INCLUSIVE)</b>					<b>R</b>

.....  
SIGNATURE OF BIDDER

.....  
CAPACITY OF BIDDER