



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 goods listed hereunder:

RFQ: ES (HS) 04/2013

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE AT HUMAN SETTLEMENT.

Advertising date: Wednesday 8 May 2013

Closing date and time: Wednesday 15 May 2013 @ 14:00

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 thirty (30) 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 6.2: DECLARATION CERTIFICATE FOR LOCAL CONTENT**
 - **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: ES (HS) 04/2013: quotations are hereby invited from service providers for the supply, delivery and installation of office furniture for economic services human Settlement section at Mogale City Local Municipality.		
ADVERTISING DATE:	Wednesday 8 May 2013		
DEPARTMENT:	Department: Economic Services – Section: Human Settlement Section.		
	PROJECT SPECIFICATIONS		
	ITEM	QUANTITY	DESCRIPTION
	1.1	3	Main Desks 2100X1200 with 4 Draw Desk High Pedestal with Black Edging & Central Locks – 32mm , in Cherry Royal Melamine
	1.2.	3	Stationary Cabinets 1800x900 + 4 shelves 400 Deep – Glass Doors , in Cherry Royal Melamine
	1.3.	3	5 Tier Bookcases 1800x800x350mm Deep – in Cherry Royal Melamine
	1.4.		Highback black leather arm chairs – swivel & Tilt Gas adjustable
	2.1.	1	Main Desk 2000X900 with 4 Draw Desk High Pedestal with Black Edging – 32mm , in Royal Mahogany Melamine or Oak Side Return – 1200mmx600 32mm with Black Edging
	2.2.	1	Stationary Cabinet 1800x900 + 4 shelves 400mm Deep + Lock – Hinge Doors , in Royal Mahogany Melamine or Oak
	2.3.	1	Hinge Door Credenza 900x600 + Shelf +Lock & 2-Tier Bookcase in Royal Mahogany Melamine or Oak
	2.4.	1	Midback black leather arm chair – swivel & Tilt – Gas adjustable
	2.5	3	Visitor 4-legged armchair in Maple
			Please attach your catalogues and clearly mark the furniture that you are offering In terms of this RFQ.

<p>EVALUATION CRITERIA:</p> <p>FUNCTIONALITY SCORING</p>	<p>The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <ul style="list-style-type: none"> • 80 points for Price • 20 points for BBEE level of contribution <ul style="list-style-type: none"> ○ Previous experience in this field as well as references (6 points). ○ Resources available to execute this project (4 points) <p>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 5 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 5 out of 10 points are achieved.</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 (BBEE) for attaining the BBEE status level of contribution in accordance with the table below:</p> <table border="1" data-bbox="587 936 1315 1480"> <thead> <tr> <th>BBEE 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> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	BBEE 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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5	8																								
6	6																								
7	4																								
8	2																								
Non –complaint contributor	0																								
<p>OTHER DOCUMENTS REQUIRED:</p>	<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) 																								
<p>CLOSING DATE AND TIME:</p>	<p>Wednesday 15 May 2013 at 14h00</p>																								
<p>DELIVERY PERIOD</p>	<p>Delivery period after the date of official orderdays / weeks</p>																								

SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
ENQUIRIES	Daphney Massina at (011) 668 - 0606 / 083 764 4956 or daphney.massina@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.....

E-MAIL ADDRESS: _____

.....
SIGNATURE

.....
DATE



QUOTATION NO: ES (HS) 04/2013

CLOSING DATE: 15 MAY 2013

CLOSING TIME: 14:00

BIDDER'S NAME:.....

PRICING SCHEDULE

ITEM	DESCRIPTION	QUANTITY	PRICE PER UNIT	TOTAL PRICE
1.1	Main Desks 2100X1200 with 4 Draw Desk High Pedestal with Black Edging & Central Locks – 32mm, in Cherry Royal Melamine	3	R	R
1.2	Stationary Cabinets 1800x900 + 4 shelves 400 Deep – Glass Doors, in Cherry Royal Melamine	3	R	R
1.3	5 Tier Bookcases 1800x800x350mm Deep, in Cherry Royal Melamine	3	R	R
1.4	Highback black leather arm chairs – swivel & Tilt Gas adjustable	3	R	R

2.1	Main Desk 2000X900 with 4 Draw Desk High Pedestal with Black Edging – 32mm, in Royal Mahogany Melamine or Oak Side Return – 1200mmx600 32mm with Black Edging	1	R	R
2.2	Stationary Cabinet 1800x900 + 4 shelves 400mm Deep + Lock – Hinge Doors, in Royal Mahogany Melamine or Oak	1	R	R
2.3	Hinge Door Credenza 900x600 + Shelf +Lock & 2-Tier Bookcase in Royal Mahogany Melamine or Oak	1	R	R
2.4	Midback black leather arm chair – swivel & Tilt – Gas adjustable	1	R	R
2.5	visor 4-legged armchair in Maple	3	R	R
GRAND TOTAL (VAT INCLUSIVE)				R

SIGNATURE OF BIDDER

CAPACITY OF BIDDER