



Ref: Maropeng Mokhatla (SCM)

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

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: F (E) 01/2013

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF STEEL SHELVES AND ACCESSORIES AT ARCHIVES SECTION.

Advertising date: Friday 19 October 2012

Closing date and time: Monday 29 October 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.
 - 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)
 - **Electronic (e-mailed or faxed) quotations are not accepted.**

**MOGALE CITY LOCAL MUNICIPALITY
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the goods and/or services listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated

RFQ NUMBER:	F(E) 01/2013 For the appointment of a service provider for the supply, delivery and installation of steel shelves at Archives Section.														
ADVERTISING DATE:	Friday 19 October 2012														
DEPARTMENT	Corporate Department: Records														
DESCRIPTION OF GOODS	<p>PROJECT SPECIFICATIONS</p> <p>Shelving units with 4 x angle posts complete with bracing strips, bolts and nuts to add strength to the unit, perfect for open –shelf storage or display purposes. Required levels of shelves: seven (7) levels.</p> <table border="1" data-bbox="328 936 1554 1615"> <thead> <tr> <th data-bbox="328 936 695 1037">Description</th> <th data-bbox="695 936 970 1037">Quantities</th> <th data-bbox="970 936 1243 1037">Price per Unit (Incl. VAT)</th> <th data-bbox="1243 936 1554 1037">Total Price (Including VAT)</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 1037 695 1480">4x angle posts with side and back bracing Height :2400 Width:914 Depth:305 Installation (Floor and roof Anchored, 15cm above the floor and 50cm below covered lamps.)</td> <td data-bbox="695 1037 970 1480">50</td> <td data-bbox="970 1037 1243 1480">R</td> <td data-bbox="1243 1037 1554 1480">R</td> </tr> <tr> <td data-bbox="328 1480 695 1615">A4 Archival Boxes (light brown in colour)</td> <td data-bbox="695 1480 970 1615"></td> <td data-bbox="970 1480 1243 1615"></td> <td data-bbox="1243 1480 1554 1615"></td> </tr> </tbody> </table>			Description	Quantities	Price per Unit (Incl. VAT)	Total Price (Including VAT)	4x angle posts with side and back bracing Height :2400 Width:914 Depth:305 Installation (Floor and roof Anchored, 15cm above the floor and 50cm below covered lamps.)	50	R	R	A4 Archival Boxes (light brown in colour)			
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EVALUATION CRITERIA	FUNCTIONALITY SCORING																	
	The below mentioned criteria regarding functionality are required for responsiveness. If the minimum of 12 points is not scored for functionality the proposal will be rejected.																	
	A bidder that scores less than 12 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 12 out of 30 points are achieved.																	
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EVALUATION OF QUOTATION	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:																								
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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)
DELIVERY PERIOD	Delivery period after date of official order will bedays / weeks.
CLOSING DATE AND TIME:	Monday 29 October 2012 at 11h00
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Nosipho Ngangani at (011) 951-2018

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:

BIDDERS SIGNATURE:

DATE: