



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 goods listed hereunder:

RFQ: F (SCM) 12/2013

QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY OF OFFICE FURNITURE FOR SUPPLY CHAIN MANAGEMENT UNIT.

Advertising date: Wednesday 22 May 2013

Closing date and time: Friday 31 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 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 6.2: Declaration Certificate For Local Production and Content for Designated Sectors.**
 - ✚ **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: F (SCM) 12/2013: quotations are hereby invited from service providers for the supply, delivery and installation of office furniture for Supply Chain Management Unit.
ADVERTISING DATE:	Wednesday 22 May 2013
DEPARTMENT:	Financial Services – Section: Supply Chain Management Unit.
DESCRIPTION OF GOODS	<p style="text-align: center;">A. PROJECT SPECIFICATIONS FOR STORES FURNITURE</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">1. Panel Legs (Wood) Tables</p> <p style="text-align: center;">1 x Cluster set of 4 tables that would fit (Desks Positioned side-by-side) or similar, in oak.</p> <p style="text-align: center;">4 x Steel Perforated Desk Screen – Brackets 1500 x 450 (or equivalent), in steel.</p> </div> <div style="text-align: center; margin-bottom: 5px;">  </div> <div style="border: 1px solid black; padding: 5px;"> <p>2. 13 x Highback Chair – Centre Pivot Synchron – Nylon Base – Flexi Arms (or equivalent), in fabric (to be selected by client).</p> <p>3. 2 x 12 Compartment lockers, 1800 x 600 x450.</p> <p>4. 7 x 900(w) x 550(d) x 1500(h) Systems cupboard wooden shelves (two-doors, lockable) in oak veneer.</p> </div>

B. PROJECT SPECIFICATIONS FOR SUPPLY CHAIN MANAGEMENT UNIT

1. 1x Desk shell with a 3 Drawer fitted Unit linked to Sliding Door Credenza with 1100 (w) x 560(d) x 1500 (h), 2 Tier open bookcase with 2mm PVC flat edges, in cherry wood veneer.
2. 3 x 900(w) x 550(d) x 1500(h) Systems cupboard wooden shelves (two-doors, lockable) in cherry wood veneer.
3. 1 x Highback Chair – Centre Pivot Synchron – Nylon Base – Flexi Arms (or equivalent), in black fabric.
4. 2 x Visitors chairs in black fabric
5. 2 x Visitors chairs in black leather
6. 12 x Boardroom Chairs – Midback Chair – Swivel & Tilt Mechanism – Nylon Base – Standard Arms (or equivalent), in Fabric.(to be selected by client).
7. 1 x 1500 diameter Round Conference table in oak veneer.
8. 2 x Double Seater Couch in fabric. (to be selected by client).
9. 3 x Single Seater Couch in fabric. (to be selected by client).
10. 1 x 1150 x 625 Trolley
11. 1 x 1150 x 495 Trolley
12. 1 x 2m x 2m Whiteboard

Please note that quotations will be rejected if examples of furniture offered are not attached.

FUNCTIONALITY EVALUATION CRITERIA:

The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.

- 80 points for Price
- 20 points for BBBEE level of contribution
 - Previous experience in this field as well as references (6 points).
 - Resources available to execute this project (4 points)

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.

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:

	<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>Non –complaint contributor</td> <td>0</td> </tr> <tr> <td></td> <td></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		
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																						
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 6.2, MBD 8, and MBD 9 • Copy of latest municipal account • Schedule (fixed prices including Vat) 																						
CLOSING DATE AND TIME:	Friday 31 May 2013 at 14h00																						
DELIVERY PERIOD	<p>Delivery period after the date of official order</p> <p>Please note that the delivery must be by 30 June 2013 (end of financial year).</p>																						
DELIVERY ADDRESS:	<p>A. Municipal Stores Tudor Road, Chamdor, Krugersdorp</p> <p>B. Finance Department, SCM Unit, upper level West Wing, Mogale City Civic Centre, corner Market and Commissioner Streets, Krugersdorp.</p> <p>(between 7:30 and 15:30 on weekdays)</p>																						
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp																						
ENQUIRIES	Maropeng Mokhatla @ (011) 951 2541 /071 884 6958																						

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: F (SCM) 12/2013

NAME OF BIDDER:.....

CLOSING DATE: FRIDAY 31 MAY 2013

CLOSING TIME: 14:00

PRICING SCHEDULE:

DESCRIPTION : A: STORES	QUANTITY	PRICE PER ITEM	TOTAL PRICE(Vat Included)
1. Cluster set of 4 tables that would fit (Desks Positioned side-by-side) or similar, in oak.	1	R	
Four (4) steel Perforated Desk Screen – Brackets 1500 x 450 (or equivalent), in steel.	4	R	
2. Highback Chair – Centre Pivot Synchron – Nylon Base – Flexi Arms (or equivalent), in fabric (to be selected by client).	13	R	
3. 12 Compartment lockers, 1800 x 600 x450.	2	R	
4. Systems cupboard wooden shelves (two-doors, lockable) in oak veneer.	7	R	

B: SCM UNIT

1. Desk shell with a 3 Drawer fitted Unit linked to Sliding Door Credenza with 1100 (w) x 560(d) x 1500 (h), 2 Tier open bookcase with 2mm PVC flat edges, in cherry wood veneer.	1	R	
2. 900(w) x 550(d) x 1500(h) Systems cupboard wooden shelves (two-doors, lockable) in cherry wood veneer.	3	R	
3. Highback Chair – Centre Pivot Synchron – Nylon Base – Flexi Arms (or equivalent), in black fabric.	1	R	
4. Visitors chairs in black fabric	2	R	
5. Visitors chars in black leather	2	R	
6. Boardroom Chairs – Midback Chair – Swivel & Tilt Mechanism – Nylon Base – Standard Arms (or equivalent), in Fabric.(to be selected by client)	12	R	
7. 1500 diameter Round Conference table in oak veneer	1	R	
8. Double -Seater Couch in fabric. (to be selected by client).	2	R	
9. Single -Seater Couch in fabric. (to be selected by client).	3	R	
10. 1150 x 495 Trolley	1	R	

11. 1150 x 625 Trolley	1	R	
12. 2m x 2m White Board.	1	R	
GRAND TOTAL (VAT INCLUSIVE)			R

Signature of Bidder

Date