



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 services listed hereunder:

**RFQ: MM 01/2013**  
**QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED SERVICE PROVIDERS FOR THE FACILITATION OF THE REVIEW OF MOGALE CITY'S STRATEGIC PLAN DURING THE MONTH OF NOVEMBER 2012.**

**Advertising date: Tuesday 6 November 2012**

**Closing date and time: Tuesday 13 November 2012**

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.
  - 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: BBBEE 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 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>	RFQ – MM 01/2013 For experienced service provider to facilitate the review of Mogale City’s strategic plan during the month of November 2012.
<b>ADVERTISING DATE:</b>	Monday 5 November 2012
<b>DEPARTMENT</b>	Department and Division: Municipal Manager’s Office: Strategic Support
<b>DESCRIPTION OF SERVICES</b>	<p style="text-align: center;"><b>1. BACKGROUND</b></p> <p>The objective is to revise the approved strategic plan of the municipality. To provide a clear guidance on Strategic issues in line with the vision, mission and objectives of this organization, taken into consideration the approved IDP, National and Provincial Government Priorities, Mogale City Local Municipality Risk Register and Reviewed 2016 Vision Strategic Framework of West Rand District Municipality.</p> <p style="text-align: center;"><b>2. SCOPE</b></p> <ul style="list-style-type: none"> <li>• The successful service provider must compile the strategic plan for the next five years based on the approved IDP, National and Provincial Priorities, Risk Register and Reviewed 2016 Vision Strategic Framework of WRDM.</li> <li>• The strategic plan must be available immediately after the session, in other words an hard copy is required by closure of the session. The session will be a three (3) days’ workshop; the service provider will be informed of the venue by the Municipality. The Service provider must provide own resources, equipment, etc for facilitation of workshop.</li> <li>• The vision and mission must be reviewed as well as focus points and strategic goals.</li> </ul> <p style="text-align: center;"><b>3. DELIVERABLES</b></p> <p>A five years strategic plan must be immediately available on closure of the last day of the workshop/session.</p> <p style="text-align: center;"><b>4. DURATION</b></p> <p>Three (3) days’ workshop, any three days between the 20<sup>th</sup> to 22<sup>nd</sup> of November 2012.</p>

**5. Fee Structure:**

The prices quoted must be inclusive of but not limited to:

- Materials and equipment must be supplied by the service provider;
- Duration is restricted three (3) days;
- Facilitation fees;
- Price must be inclusive of VAT.
- Price must include travel and subsistence

**FUNCTIONALITY SCORING**

All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 for BBBEE level contribution.

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, quotation will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will further be evaluated and will not influence the points scored on Price.

<b>NO.</b>	<b>DESCRIPTION</b>	<b>WEIGHTS</b>	<b>MINIMUM SCORE</b>
1.	<ul style="list-style-type: none"><li>• The service providers experienced and track record of similar or relevant work</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>

**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 BBBEE level of contribution

<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 6.3 ,MBD 8 and MBD 9</li> <li>• Copy of latest municipal account</li> <li>• Price schedule (fixed prices including Vat)</li> </ul>
<b>CLOSING DATE AND TIME</b>	Tuesday 13 November 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>	Jolinda Janeke at (011) 951 2013 at Municipal Manager's Office or e-mail jolinda.janeke@mogalecity.gov.za

**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

