



Ref: Ofentse Matsose (SCM)

Tel: (011) 951-2541/2177/16

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: MM 02/2013

QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY AND INSTALLATION OF STEEL SHELVES FOR ARCHIVING OF RECORDS.

Advertising date: Tuesday 15 January 2013

Closing date and time: Wednesday 23 January 2013 @ 11:00

Compulsory Briefing Session would be held on **Friday 18 January 2013 at 09:00, Supply Chain Boardroom, Civic Centre, Krugersdorp**

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)

**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- MM 02/2013 For Supply, Delivery and Installation of Steel Shelves for Archiving of Records.
ADVERTISING DATE:	Tuesday 15 January 2013
DEPARTMENT:	Department: Municipal Manager: Section: Internal Audit
DESCRIPTION OF SERVICES	<p>PROJECT SPECIFICATIONS</p> <p>MM 02/2013</p> <p>PROJECT SPECIFICATIONS FOR THE INTERNAL AUDIT ARCHIVING SYSTEM</p> <p>Purpose</p> <p>To list specifications for the acquisition of archiving equipment required to implement a secure archiving system for the Internal Audit Unit of Mogale City Local Municipality.</p> <p>Background</p> <p>The Internal Audit Unit requires archiving equipment that would ensure that all records of the unit are properly safeguarded for easy retrieval and future reference and in accordance with the archiving requirements of the institution.</p> <p>1. Bolted Steel Shelving</p> <p>The Steel shelves should be raised approximately 15cm from the ground. The height of the steel shelves should end at an approximate distance of 50cm from the ceiling.</p> <p>2. Movable Bulk Filers</p> <p>An approximate quantity of 3 or 4 movable bulk filers designed to archive A4 lever arch files. The filing bays should be either a 3 or 4 bay bulk filer (depending on available space) with 5 to 6 shelves per bulk filing bay. The bulk filer should be in plain metal finish with no cladding. The bulk filers should be movable on tracks and should be lockable.</p> <p>3. Special Requirements</p> <p>A compulsory inspection of the proposed storage location will have to be done by potential bidders prior to submission of the quotation in order to ensure that variances in roof and floor height and floor space is taken into consideration in maximising the available space.</p>

<p>EVALUATION CRITERIA:</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" data-bbox="580 495 1329 913"> <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> </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
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	<p>FUNCTIONALITY SCORING</p> <p>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> <ul style="list-style-type: none"> ○ Previous experience in this field as well as references (3 points). ○ Resources available to execute this project (4 points) ○ Delivery period/lead time (3 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 06 points in respect of functionality will be disqualified.</p> <p>If any criterion is rated zero points, the tenderer will be rejected, even if the required 06 out of 10 points are achieved.</p>																				
<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) 																				

CLOSING DATE AND TIME:	Wednesday 23 January 2013 at 11h00
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
ENQUIRIES	Khadija Vahed Tel: (011) 668-0707 Email: Khadija.vahed@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.....



RFQ-MM 02/2013

SUPPLY, DELIVERY AND INSTALLATION OF STEEL SHELVES FOR ARCHIVING OF RECORDS.

BIDDER'S NAME:

CLOSING DATE: WEDNESDAY 23 JANUARY 2013

CLOSING TIME: 11:00

NO	DESCRIPTION OF WORK	PRICE PER UNIT (Including VAT)
1	<ul style="list-style-type: none">An approximate quantity of 10 to 14 (depending on available space) Steel shelves with a width and depth designed to accommodate standard A4 size arch lever files. The Steel shelves should be raised approximately 15cm from the ground. The height of the steel shelves should end at an approximate distance of 50cm from the ceiling.	R
2	<ul style="list-style-type: none">An approximate quantity of 3 or 4 movable bulk filers designed to archive A4 lever arch files. The filing bays should be either a 3 or 4 bay bulk filer (depending on available space) with 5 to 6 shelves per bulk filing bay. The bulk filer should be in plain metal finish with no cladding. The bulk filers should be movable on tracks and	R

	should be lockable.	
3	<ul style="list-style-type: none"> A total quantity of two steel cabinets (two door) to archive A4 lever Arch files. 	R

SIGNATURE OF BIDDER

CAPACITY OF BIDDER

DELIVERY PERIOD FROM RECEIPT OF OFFICIAL ORDER _____