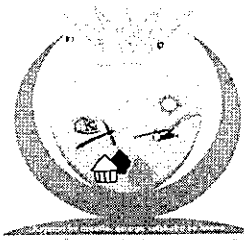


**HEAD OFFICE**

303 Church Street  
 Private Bag X 44  
 MOGWADI 0715  
 Telephone: (015) 501 0243/4  
 Fax no : (015) 501 0419  
 E-mail: info@molemole.gov.za



**Molemole Municipality**

**MOREBENG BRANCH OFFICE**

25 Cnr. Roets & Vivierers Street  
 MOREBENG 0810  
 Telephone : (015) 397 4333 / (015) 397 4327  
 Fax no : (015) 397 4334

[www.molemole.gov.za](http://www.molemole.gov.za)

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: Mr. Mabote**

**Ref: 8/1/10-CORP**

**08 March 2017**

**REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR SERVICING OF AIR CONDITIONERS MOGWADI AND MOREBENG MUNICIPAL OFFICES**

1. **BID SPECIFICATION** [Quotations should be on the company letterhead with the below layout:

Location	Quantity	Unit Price	Total Amount
Mogwadi Old Building	16		
Mogwadi Civic Centre	18		
Mogwadi traffic station	02		
Mogwadi Library	07		
Morebeng Library	05		
Morebeng Traffic Station	03		
<b>Subtotal [Excluding vat]</b>			
<b>Vat at 14% [if registered for vat]</b>			
<b>Grand Total [including vat]</b>			

2. **The following documentation should accompany the quotations:**

- The recent up-to-date central supplier data (CSD) registration report; [Last verified a month before the closing date]
- Certified copy of valid CIDB Certificate: grade 1ME
- Certified copy of BBBEE certificates (ORIGINAL also accepted)
- Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]

3. **The following conditions will apply:**

- Quotations must be on an official letterhead of the company;
- Prices (s) must be firm and must be inclusive of VAT (if applicable);
- Implementation of the project must be done within 14 days from date of appointment;
- Failure to deliver within the 14 days may result in the municipality cancelling the order;

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**Mission: To provide essential and sustainable services in an efficient and effective manner**

- e) Quotations will be evaluated according to 80/20 points system whereby 80 points will be for price and 20 points will be allocated in line with Preferential Procurement Policy framework, 2000 and BBBEE regulations;
- f) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- g) The municipality is not bound to accept the lowest or any Bid and reserves the right to not accept any quotation either wholly or a part thereof;

#### 4. EVALUATION CRITERIA

- Bidders must achieve a minimum of 80% functionality points in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum score points will be disqualified from further evaluation.

FUNCTIONALITY		
Criteria	Weight	Applicable values
Proof of RELEVANT experience in service and maintenance. Attach appointment letters AND testimonials with contactable references on Client's company letterhead.	30	Poor = 1 Average = 2
Specify Warranty Period for each air con serviced [effective after the project is complete and handed over to Molemole municipality]	30	Good = 3
Methodology: work schedule with clear deliverables and time frame for each task (project plan)	20	Very good = 4
<b>Total functionality Score</b>	<b>80</b>	Excellent = 5

- Kindly direct all Technical enquiries to Mr. N.J Modisha at 015 501 2332 between 08H00 to 16H30 during the weekdays. All quotations should be submitted at in the RFQ tender box situated at Mogwadi offices, no 303 Church Street by latest 15 March 2017, at 11H00, clearly marked SERVICING OF AIR CONDITIONERS.
- No quotation will be accepted after the closing date and time



Mr. N.I Makhura  
Municipal Manager

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**Mission: To provide essential and sustainable services in an efficient and effective manner**