

HEAD OFFICE

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**MOREBENG BRANCH OFFICE**

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: **Ralephenya T.D**

Ref: CORP: 8/1/02

24 JULY 2024

REQUEST FOR QUOTATION

MOLEMOLÉ LOCAL MUNICIPALITY IS INVITING QUOTATIONS FROM SUITABLE SERVICE PROVIDERS WHO ARE LISTED ON THE CENTRAL SUPPLIER DATABASE FOR THE REPAIR, SERVICE AND MAINTENANCE OF AIR CONDITIONERS AT MUNICIPAL PREMISES: MOGWADI, MOREBENG BRANCH OFFICE AND MOLETJIE BRANCH OFFICE:

SPECIFICATION

- General maintenance, Service and repairs of air conditioners works for the municipal offices wide entails the following

Municipal Premises	Physical Address	Quantity	General service & maintenance
1. Mogwadi Civic Center: Head Office	303 Church street, Mogwadi 0715	16	<ul style="list-style-type: none"> To attend breakdown, reset system (tripping) c/w incident report, other related activities All aspects of preventive, predictive, condition monitoring, regular testing, simulated or test run, inspection, servicing Dismantling old Air Conditioning units (if applicable). Re-install of existing Air Conditioning units. Electrical Works – Air Conditioning switchboard & wiring Piping works. Refilling of refrigerant gas Check and Clean Evaporators, Clean Condensers with SABS approval chemical, noise, vibration, test for oil and refrigerant leaks, compressor suction, corrosion, rust, brackets and tighten loose nuts, motor bearings, thermostats operations, PC boards, re-gas where necessary, electrical wirings and fix exposed wires, remote control and replace where necessary, clean filters, adjust temperature (indoor and outdoor)
2. Mogwadi Civic Center: Head Office	303 Church street, Mogwadi 0715	08 (Hide away)	
3. Mogwadi Old Building	No. 180 Republiek street, Mogwadi 0715	10	
4. Mogwadi Library	No. 303 Church street, Mogwadi 0715	08	
5. Mogwadi Traffic	No. 493 Masakhane street, Mogwadi 0715	07	
6. Mogwadi Mobile Offices	303 Church street, Mogwadi 0715	08	
7. Mogwadi Technical	303 Church street, Mogwadi 0715	02	
8. Morebeng Municipal Office	No 25 Viviers street, Morebeng 0810	02	
9. Morebeng Library	Church street Morebeng 0810	03	
10. Morebeng Traffic Station	D1600 about 2 kms from Morebeng municipal office	05	

The following below are the description and size of Air conditioners

1. Ceiling Cassette (Hide Way) – 12000BTU
2. Ceiling Cassette (Hide Way) – 24000BTU
3. Ceiling Cassette (Hide Way) – 36000BTU

The municipality is having the following air conditioner brands which service provider will repair, service and maintenance.

- SAMSUNG
- LG
- AIR COOL
- UNITHERM
- AVEDA
- GOLD STAR
- WHIRLPOOL
- CARRIER
- GOLD AIR
- LUX AIR
- ALLIANCE
- JET AIR
- YORK
- ALLIANCE
- TLC
- OTHER BRANDS

PRICE STRUCTURE

No.	Description	QTTY	Rate	Total Price
1	Fixed Mark-up percentage for supply of spare parts shall not exceed 20%.	01		
2.	Travel cost Per km	1KM		
3.	Regassing per unit	01		
4.	Service & Maintenance per unit	01		
4.	Labour Rate per hour	1Hour		
	Subtotal [Excluding vat]			
	Vat at 15% [if registered for vat]			
	Grand Total [including vat]			
	(Bid price to appear on the cover page)			

1. The following documentation should accompany your quotations:

- a) The recent up-to-date central supplier database (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- b) Valid Tax Compliance status pin
- c) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- d) Fully signed and completed MBD 9 form [downloadable from www.molemole.gov.za]
- e) A valid copy of CIDB certificate and grade 1ME

N.B. Failure to attach the above documents will disqualify the bidder from further evaluation.

2. Evaluation on functionality

Under functionality, Bidders must achieve a minimum of 80% of the total points (rounded to the nearest decimal point) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and Specific Goal)

Criteria	Weights	Applicable values
Company Experience <ul style="list-style-type: none">Relevant experience in repairs and maintenance of air- conditioners. Attach four (4) appointment letters with contactable references on Clients company letterhead.	80	Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5
MS(Microsoft) Project implementation programme detailing <ul style="list-style-type: none">-activities and time frames-key milestones of the project	10	
Specify warranty period on each item constructed or supplied on the company's letterhead	10	
Total	100	

4. Stage 3: Evaluation on Price and Specific Goals

- Bidders must attach the following supporting documents to claim points. Failure to attach the valid documents points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority	5
Woman- Ownership of more than 50%	Identification Document and Company and Intellectual Property Commission (CIPC) document	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years)	Identification Document	5

The following conditions will apply:

- a) Quotations must be on an official letterhead of the company
 - b) Price(s) quoted must be valid for fourteen (14) days from the date of this offer
 - c) Incomplete quotations will be disqualified from further evaluation
 - d) Payment will be effected within 30 days of receipt of invoice.
 - e) Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for specific goal as per PPPFA of 2022,
 - f) The bidder needs to ensure that there is skills transfer.
 - g) The Municipality is not bound to accept the lowest or any bid and reserve the right to not accept any quotation either wholly or a part thereof;
- Kindly direct all technical enquiries to **Khoza K.** at **015 501 2300** between 08:00 and 16:30. All quotations should be submitted at Mogwadi Municipal RFQ Box by the **08 August 2024 at 11h00**, clearly marked "**Repair, service and maintenance of air conditioner**"
 - No quotations would be accepted after the closing date.
 - Molemole municipality reserves the right to accept any quotations.



Mr MAKGATHO K.E
MUNICIPAL MANAGER