

**HEAD OFFICE**

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**Molemole Municipality**

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**MOREBENG BRANCH OFFICE**

25 Cnr. Roets & Viviers Street  
MOREBENG 0810  
Telephone : (015) 501 2371  
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[www.molemole.gov.za](http://www.molemole.gov.za)

**Enquiries: Ralephenya T.D**

**Reference: Corp: 8/1/1/05**

**Date: 18 October 2022**

**REQUEST FOR QUOTATION**

**MOLEMOLE MUNICIPALITY IS HEREBY INVITING QUOTATIONS FROM PROSPECTIVE SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR SUPPLY, DELIVERY AND INSTALLATION OF OFFICE EQUIPMENT AS PER SPECIFICATION.**

- 1. The following documentation should be attached to the 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](http://www.molemole.gov.za)]
  - d. Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
  - e. Fully signed and completed MBD 6.2 certificate and Annex C for local content and production [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
  - f. Copy of Valid CIDB Certificate: 1ME Grading
  - g. Certified **COPY** BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)

**2. Evaluation on local content and functionality**

**2.1 Stage 1: Evaluation on local content**

Under local content stage of evaluation, the following should be completed and duly signed, bidders must meet the minimum threshold (60%) of local content as required by the national treasury for Air Conditioners.

- > MBD 6.2
- > Annex C

Local Content formula

$$LC = [1 - x / y] * 100$$

Where

X is the imported content in Rand

Y is the bid price in Rand excluding value added tax (VAT)

### 3 Evaluation on functionality

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

Criteria	Weight	Applicable values
<b>Company Experience: Past projects</b>		
Company experience in installation, repair; service and maintenance of air conditioners to this project. (Attach three (3) orders or appointment letters)	30	
<b>Capacity</b>		
- Attach certificate of qualified Air Con Technician (Trade test) - Attach certificate of Gas handling	20	
<b>SUPPORT, SERVICE AND MAINTENANCE</b>		
- Warranty periods for spare parts and service	30	
<b>Total functionality Score</b>	<b>80</b>	

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

- Quotations must be on an official letterhead of the company.
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer.
- Incomplete quotations will be disqualified from further evaluation.
- Payment will be effected within 30 days of receipt of invoice, and
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for preference as per PPPFA of 2000, BBBEEA of 2003 and Preferential Procurement Regulations of 2017.

#### 4. SPECIFICATION

- The appointed Service Provider is expected to supply, delivery and Installation of office furniture in the following offices:

DESCRIPTION	COLOUR	QTY	LOCATION	DELIVERY ADDRESS
Top Fridge Freezer 170L	Metallic	02	Morebeng (01); Moletjie Ga-Phaudi (01)	Mogwadi; Ga-Phaudi, Morebeng
Bar Fridge	Metallic	02	Municipal manager's office (01) & Snr Manager Technical	Mogwadi
Microwave 20L Electronic controls, digital display, pre-set menu programs	Metallic	02	Morebeng Technical , Ga-Phaudi	Morebeng, Moletjie
Supply & Installation ( <i>Remove old BTU and Replace with new BTU</i> )  24000 BTU Split Unit Air Conditioner	White	03	Morebeng Boardroom, Ga-Phaudi, Morebeng Technical	Morebeng & Moletjie
Supply & Installation ( <i>Remove old BTU and Replace with new BTU</i> )  18000 BTU Split unit Air Conditioner		01	Mogwadi Snr Manager Community Services	Mogwadi Old Building
Supply & Installation ( <i>Remove old BTU and Replace with new BTU</i> )  12000 BTU Split Unit Air Conditioner		18	<b>04 Morebeng Main Office:</b> (Reception, Admin Assist, Community Services, Branch Manager Secretary)  <b>04 Morebeng Technical office:</b> (Office no1, Office no2, office no3 & office no 4)	Morebeng, Moletjie and Mogwadi

DESCRIPTION	COLOUR	QTY	LOCATION	DELIVERY ADDRESS
			<u>04 Moletjie Ga Phaudi:</u> (office.no1, office no2, office no3, office no4)  <u>03 Mogwadi Old building:</u> (Snr LED, Snr Corporate; and Receptionist)  <u>03 Mogwadi Civic &amp; Library building:</u> (01 manager executive, 02 Planning office)	
Supply & Installation ( <i>Remove old BTU and Replace with new BTU</i> )  12000 BTU Ceilling Cassette (Hide Away) Air Conditioner		04	<u>04 Mogwadi Old Building:</u> (2 HR; 1 Payroll office & 1 LED)	Mogwadi Old Building

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 Tender Box, no 303 Church Street Mogwadi 0715, by the **25 October 2022 at 11:00**, clearly marking "Office Equipment". No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



Ms. Zulu K

ACTING MUNICIPAL MANAGER