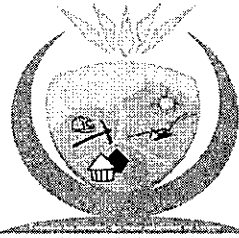


HEAD OFFICE

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 & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mr. Mabote

Ref: CORP-8/1/1:07

09 October 2017

REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR OFFICE PARTITIONING AT CIVIC CENTRE AT CIVIC CENTER AS PER THE SPECIFICATION LISTED HEREUNDER.

1. The following documentation should accompany the quotations to qualify the bidder for evaluation:

- a) The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the **advert** date and the **closing** date]
- b) A valid certified copy of CIDB grading of 1 GB
- 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]

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

2. The following conditions will apply:

- a) Quotations must be on an official letterhead of the company;
- b) Prices (s) must be firm and must be inclusive of VAT (if applicable);
- c) The appointed bidder will be bound by the submitted methodology as required under Functionality below;
- d) Failure to deliver within the 30 days may result in the municipality cancelling the order;
- 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 BBEE regulations. Attach Valid Certified copy of BBEE certificates (ORIGINAL also accepted)
- e) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation;
- f) The appointed service provider must attach the latest bank confirmation letter together with the invoice.
- 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;

Vision: A developmental people driven organization that serves its people

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

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

CIVIC CENTRE RECEPTION					
ITEM NO	DESCRIPTION	SIZE	QTY	UNIT PRICE	TOTAL PRICE
1.	Supply and Fitting Gypsum drywall partitioning board	2800mm x 2900mm high	01		
2.	Supply and fitting of cylinder lockset		01		
3.	Supply and Fitting of Internal single door for partition wall Complete with frame and ironmongery	813mm x 2032mm high	01		
4.	Aluminium glass window viewing panel with an opening for submission and retrieval of documents	5210mm x 1850mm high	01		
5.	Supply and fitting of cylinder lockset		02		
6.	Supply of Interior & Exterior PVA paint for drywalls and doors (including labour)	Drywalls: 2800mm x 2900mm high Doors: 813mm x 2032mm			
7.	Supply and fitting of Double Steel plugs (including cabling)		02		
CIVIC CENTRE NEW OFFICE					
8.	Supply and Fitting Gypsum drywall partitioning board	3200mm x 2900mm high	01		
9.	Supply and Fitting of Internal single door for partition wall Complete with frame and ironmongery	813mm x 2032mm high	01		
10.	Supply and fitting of cylinder lockset		01		
11.	Supply of Interior & Exterior PVA paint for drywalls and doors (including labour)	Drywalls: 3200mm x 2900mm Doors: 813mm x 2032mm			
12.	Supply and fitting of Cylinder lockset (boardroom doors)		03		
13.	Supply and fitting of Double Steel plugs (including cabling)		04		
14.	Supply and fitting of suspended ceiling panels		07		
MOGWADI TRAFFIC STATION					
15.	Supply and Fitting of steel rail for heavy duty Entrance gate	09 meter	01		
				Subtotal	
				Vat at 14% [If Vat registered]	
				Grand Total	

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4. Evaluation Criteria: 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
Company Experience		
Please provide certified copies of signed testimonial letters from at least 3 (five) clients confirming your company's involvement, level of service and contact details for similar projects of similar type.	30	Poor = 1 Average = 2
Methodology		
Formal Methodology/ Project Implementation plan in a tabular format on company letterhead and signed. - Work schedule with clear deliverables - Clear Time frames for each task - 3-D Drawing designs of the for each office	30	Good = 3 Very good = 4 Excellent = 5
Total functionality Score	60	

- 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 in the RFQ tender box situated at Mogwadi offices, no 303 Church Street by latest **17 October 2017**, at 11H00, clearly marked **"OFFICE PARTITIONING AT CIVIC CENTRE"**
- No quotation will be accepted after the closing date and time


 Mr. MW Ramogale
 Acting Municipal Manager

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