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Molemole Municipality

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

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mr. Mabote

Ref: CORP-8/1/1:15

04 April 2018

**REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR DEEP CARPET CLEANING SERVICES**

1. **The following documentation should accompany the quotations**
  2. 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**]
  3. Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
  4. Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://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) The appointed service provider must comply with all OHS requirements relevant to the services offered.
  - b) The appointed service provider shall provide all the necessary resources and tools (i.e. proper working equipment, and biodegradable chemical products) to remove dirt or spills from the carpet.
  - c) The appointed service provider shall ensure that all its personnel wear acceptable uniform and ensure adequate provision of PPE that is compliant to all regulatory requirements relating to the service.
  - d) The appointed service provider will be responsible for moving and shifting of office furniture and equipment during carpet cleaning.
  - e) The service provider must take considerable care to ensure there is no breakage of furniture and equipment whilst moving.
  - f) The service provider must adhere to the following:
    - Use only SABS approved equipment;
    - Use only biodegradable chemicals/detergents which are SABS approved; and
    - Allocate trained staff to perform the service
  - g) Prices (s) must be firm and must be inclusive of VAT (if applicable);

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- h) 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, as amended;
- i) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- j) Bidders are welcome to come and confirm sizes during office hours (08H00 to 16H30)
3. **BID SPECIFICATION** [Quotations should be on the company letterhead with the below layout]:

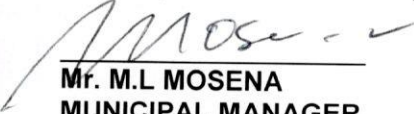
<b>OFFICE</b>	<b>QUANTITIES</b>	<b>Price / M<sup>2</sup></b>	<b>Total Price</b>
Council Chamber	123M <sup>2</sup>		
Passage	76m <sup>2</sup>		
Manager Internal Audit	14.448m <sup>2</sup>		
Manager Expenditure	25m <sup>2</sup>		
Manager Income	14.448m <sup>2</sup>		
Manager Budget & Reporting	14.448m <sup>2</sup>		
Accountant Budget & Reporting	14.448m <sup>2</sup>		
Chief Financial Officer	17.25m <sup>2</sup>		
Procurement Office	14.448m <sup>2</sup>		
Manager SCM	10.54m <sup>2</sup>		
Accountant: Assets & Inventory	10.85m <sup>2</sup>		
IT Office	11.055m <sup>2</sup>		
Reception area	13.416m <sup>2</sup>		
MM'S waiting area	3.718m <sup>2</sup>		
MM'S boardroom	41.65m <sup>2</sup>		
MM'S Office	17.35m <sup>2</sup>		
Communication Officer	5.16m <sup>2</sup>		
Legal Advisor	13.44m <sup>2</sup>		
Mayor's waiting area	26.4m <sup>2</sup>		
Mayor's Secretary	8.4m <sup>2</sup>		
Mayor's office	33.9m <sup>2</sup>		
Chief whip's office	10.8 m <sup>2</sup>		
Office of the Speaker	16.7		
Copier Room	15.8 m <sup>2</sup>		

#### 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
<b>Company Experience</b>		
Please provide certified copies of appointment letters or Purchase orders from a minimum of two (2) clients confirming your company's involvement, level of service and contact details for similar projects of similar type. <i>N.B. The municipality will contact the clients for reference.</i>	<b>30</b>	Poor = 1 Average = 2 Good = 3
<b>Methodology</b>		
Formal Methodology/ Project plan in a tabular format on <b>company letterhead and signed.</b> - Work schedule with clear deliverables. - Clear Time frames for each task/activity - Specify duration of the project	<b>20</b>	Very good = 4 Excellent = 5
<b>Total functionality Score</b>	<b>50</b>	

- 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 **12 April 2018**, at 11H00, clearly marked "**DEEP CARPET CLEANING AT MOGWADI CIVIC CENTRE**".
- No quotation will be accepted after the closing date and time

  
**Mr. M.L MOSENA**  
**MUNICIPAL MANAGER**  
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