

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

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MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
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www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mr. Modisha N.J

Ref: CORP-8/1/1:17

03 May 2018

REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR THE REPAIR AND MAINTENANCE OF MOGWADI BUILDING (OLD OFFICE).

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) Certified copy of BBBEE certificates
- c) Include in the quotation, the Master Registration Number or Tax compliance status pin [or recent (within advert & closure date) printed copy of tax clearance certificate]
- d) Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
- e) 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) The appointed service will be required to confirm measurements before commencement of the works.
- b) Prices (s) must be firm and must be inclusive of VAT (if applicable);
- c) 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;
- d) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- e) 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

2. BID SPECIFICATION [Quotations should be on the company letterhead with the below layout]:

Item Description	Office name	Size/M²	Quantity
Supply and fitting of Window blinds: blue	- Snr Manager Corporate services - Manager: Mechanic & Electrical - Manager: PMU - Senior Manager Technical Services - Secretary: Community Services - Senior Manager: LED&P	960mm x 1200mm per window	11
Supply, fitting and painting of New Office Doors	- Snr Managers Corporate services - Manager: Mechanic & Electrical Services	813mm x 2032mm	02
Supply and painting of Interior PVA washable paint	- Snr Manager Corporate services - Secretary Corporate Services	106.72 M ²	02
Supply and fitting of Cylinder Lockset	- Snr Manager Corporate services - Snr. Manager Community Services - Manager: Mechanic & Electrical - Manager: PMU - Municipal Manager - Municipal toilets x 5		10
Replacement of Trellidoor lockset	- Mayor's Office - Municipal Manager - Speaker's Office		03
Supply of extension cord with 3 pin plug and head	- Technical services	35m	01
Supply of Pressure pump with auto switch.	Technical Services		02
Sub Total Excluding vat			
VAT @ 15% (if registered for vat)			
Grand Total including vat			

3. Evaluation Criteria: Functionality

- Bidders must achieve a minimum of 80% functionality points in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBEE). 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 02 (two) clients confirming your company's involvement, level of service and contact details for similar projects of similar type.	30	Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5	
Warranties			
Specify Warranty Period for each part of work done [effective after the project is complete and handed over to Molemole municipality]	15		
Methodology			
Formal Methodology/ Project plan in a tabular format on company letterhead and signed. - Work schedule with clear deliverables - Clear Time frames for each task - Overall project duration	20		
Total functionality Score	65		

- 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 **11 May 2018**, at 11H00, clearly marked "**REPAIR AND MAINTENANCE OF MOGWADI MUNICIPAL BUILDING**"
- No quotation will be accepted after the closing date and time


Mr. M.L. MOSENA
MUNICIPAL MANAGER
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