

HEAD OFFICE

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mr. Mabote

Ref: 8/1/1:09

11 January 2018

**REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR REPAIR AND MAINTENANCE OF MOREBENG MUNICIPAL BUILDING**

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 (ORIGINAL also accepted)
- 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)]

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

2. The following conditions will apply:

- a) Service Providers are advised to inspect the office buildings to confirm the sizes.
- b) Quotations must be on an official letterhead of the company;
- c) Prices (s) must be firm and must be inclusive of VAT (if applicable);
- d) 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;
- e) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- f) 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:

ITEM NAME	OFFICE BUILDING	SIZE	QTY	UNIT PRICE	TOTAL PRICE
<b>Plumbing Works</b>					
Supply and fitting of Urinal Filter	Morebeng municipal office	50mm	1		
Supply and fitting of Mechanism for Front Flush toilets	Morebeng municipal office	50mm	5		
Supply and fitting of Mechanism for Top Flush toilets	Morebeng traffic office		2		
Supply and fitting of Gate Valve	Morebeng municipal office/Traffic office	15mm	2		
Supply and fitting of Gate Valve	Morebeng municipal office/Traffic office	20mm	2		
Supply and fitting of Upvc Pipe for kitchen sink	Morebeng municipal office	50mm	1		
Supply and fitting of Elbow joint for kitchen sink	Morebeng municipal office	50mm	2		
Supply and fitting of Polypipe straight joint	Morebeng municipal office	20 x 25mm	1		
Supply and fitting of toilet roll holder	Morebeng municipal office		1		
Supply and fitting of taps	Morebeng municipal office	20mm	2		
Supply and fitting of Connect copper pipe to toilet cistern	Morebeng municipal office	15 mm	2		
Supply and fitting of basin tap	Morebeng municipal office		2		
Unblock kitchen gully	Morebeng traffic office		1		
<b>Carpentry &amp; Joinery Works</b>					
Supply and fitting of Single door cylinder lock set	Morebeng municipal office		5		
Supply and fitting of Double door cylinder lock set	Morebeng municipal office		1		
Replacement of Trellidoor (Single door)	Morebeng municipal office		1		
Supply and fitting of bulletproof window (clear)	Morebeng municipal office	600 x 1200 mm	1		
Supply and fitting of cashier stand (desk)	Morebeng municipal office: Cashier's office)	1500x1500	1		
Supply and fitting of shade for clients	Morebeng municipal office: Cashier's office)	4000mx2000mm	1		
Replace aged skirting work	Morebeng municipal office/Traffic office		20 m		
Replace aged tiling in the bathroom	Morebeng municipal office/Traffic office		20 m <sup>2</sup>		
Supply & Delivery of daylight switch	Morebeng DLTC		06		
<b>Subtotal [Excluding vat]</b>					
<b>Vat at 14% [if registered for vat]</b>					
<b>Grand Total [including vat]</b>					

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### 3.1 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 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 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
<b>Warranties</b>		
Specify Warranty Period for each part of work done [effective after the project is complete and handed over to Molemole municipality] <i>Warranty notes with conditions must be submitted with invoice.</i>	15	Good = 3 Very good = 4
<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 - Overall project duration	20	Excellent = 5
<b>Total functionality Score</b>	<b>65</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 18 January 2018, at 11H00, clearly marked **"REPAIR AND MAINTENANCE OF MOREBENG MUNICIPAL BUILDING"**
- No quotation will be accepted after the closing date and time

  
Mr. MW Ramogale  
Acting Municipal Manager