

HEAD OFFICE

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**Molemole Municipality**

MOREBENG BRANCH OFFICE

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MOREBENG 0810  
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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: MM-8/1/1:07

03 May 2018

**REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR SERVICING OF VOLVO GRADER G930**

**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 not accepted)
- 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](http://www.molemole.gov.za)]
- e) 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) Quotations must be on an official letterhead of the company;
- b) The Municipality reserves the right to visit the premises of prospective Bidder to guarantee the safety of the vehicle during panel beating repair and maintenance of the bakkie.
- c) The municipality would test drive the vehicle after hand over by the service provider to ensure every spare part has been properly fitted and installed.
- d) Prices (s) must be firm and must be inclusive of VAT (if applicable);
- 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 BBBEE regulations, as amended;
- f) Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- 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:

Item no	Description	Quantity	Unit Price	Total Amount
1.	Replacement of Oil Filter	1		
2.	Replacement of Fuel Filter	1		
3.	Replacement of Water Trap	1		
4.	Replacement of Air Filter	1		
5.	Replacement of Breather	3		
6.	Replacement of Hydraulic filter	1		
7.	Replacement of Hydraulic Tank Filter	1		
8.	Replacement of Engine oil	21.7		
9.	Replacement of Tyres 12.5-25	6		
10.	Replacement of R/H Top Mirror	1		
11.	Replacement of R/H Bottom Mirror	1		
12.	Replacement of Exhaust Flexi Pipe	1		
13.	Replacement of Grease Nipple	112		
14.	Replacement of Comping Switch	1		
15.	Replacement of V Belt	2		
16.	Replacement of Bolts	30		
17.	Replacement of Nuts	30		
18.	Replacement of Battery	2		
19.	Replacement of Steering Tilt CYL KIT	1		
20.	Labour hours	40		
<b>Subtotal [Excluding vat]</b>				
<b>Vat at 15% [if registered for vat]</b>				
<b>Grand Total [including vat]</b>				

### 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 signed testimonial letters from at least 5 (five) 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
<b>Warranties</b>		
Specify Warranty Period for each equipment/part to be fitted on the vehicle [effective after the project is complete and handed over to Molemole municipality] <i>Warranty notes with conditions for each spare part must be submitted with the quotation.</i>	<b>30</b>	Good = 3 Very good = 4 Excellent = 5
<b>Methodology</b>		
Formal Methodology/ Project plan in a tabular format on <b>company letterhead and signed.</b>	<b>20</b>	

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Criteria	Weight	Applicable values
<b>Company Experience</b>		
- Work schedule with clear deliverables. - Clear Time frames for each task/activity		
<b>Total functionality Score</b>	<b>80</b>	

- Kindly direct all Technical enquiries to Mr. M.T Molopa at 015 5012366 or 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 "**SERVICING OF VOLVO GRADER G930**"
- No quotation will be accepted after the closing date and time



Mr. M.L Mosena  
Municipal Manager