

HEAD OFFICE

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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-8/1/1:10

11 January 2018

**REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR PANELBEATING, REPAIR AND MAINTENANCE OF A 2011 TOYOTA COROLLA**

**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) Valid accreditation certificate from Retail Motor Industry organization
- c) Certified copy of BBBEE certificates (ORIGINAL also accepted)
- 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	Unit Price	Total Amount
1.	Replacement of L & R Headlight Replacement		
2.	Replacement of Front bumper		
3.	Replacement of Upper and lower front grill		
4.	Replacement of Toyota emblem		
5.	Replacement of Windscreen		
6.	Replacement of Right Mirror		
7.	Steering Rack replacement		
8.	Replacement of Bull joints (both sides)		
9.	Replacement of Suspension arms left and right		
10.	Replacement of Front & Rear shock absorbers		
11.	Replacement of Rear bumper slide		
12.	Rear left door repair		
13.	Replacement of Battery		
14.	Replacement of Radiator fan		
15.	Front engine oil sealing		
16.	12v alternator replacement		
17.	Full body respray: grey colour		
18.	Replacement of 4 x 195/65 R15 tyres		
<b>Subtotal [Excluding vat]</b>			
<b>Vat at 14% [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>	30	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>	30	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> - Work schedule with clear deliverables. - Clear Time frames for each task/activity	20	
<b>Total functionality Score</b>	80	

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- 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 **18 January 2018**, at 11H00, clearly marked **PANELBEATING, REPAIR AND MAINTENANCE OF A 2011 TOYOTA COROLLA**.
- No quotation will be accepted after the closing date and time



**Mr. MW Ramogale**  
**Acting Municipal Manager**