

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. Mabote

Ref: MM-8/1:06

03 May 2018

REQUEST FOR QUOTATION FROM SUITABLE SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR SERVICING OF A FORD TRACTOR, MODEL 6610

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]
- 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) 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 Conrod bearing standard	1		
4.	Replacement of Air Filter	1		
5.	Replacement of Maim bearing standard	1		
6.	Replacement of Ring set	4		
7.	Replacement of Top Gasket	1		
8.	Replacement of Bottom Gasket	1		
9.	Replacement of Engine oil	10		
10.	Replacement of coolant	13		
11.	Replacement of Water Pump	1		
12.	Replacement of V Belt	1		
13.	Replacement of Balancer Unit Mid Mounted	1		
14.	Replacement of Cylinder Head Engineering	1		
15.	Replacement of polish Crankshaft	1		
16.	Replacement of Clean Radiator	1		
17.	Replacement of Injector	4		
18.	Replacement of Calaborate Diesel pump	1		
19.	Replacement of Oil Filter cap	1		
20.	Replacement of Rear R/H Lamp	1		
21.	Replacement of Rear L/H Lamp	1		
22.	Replacement of Head Lamp L/R	2		
23.	Replacement of River Seat	1		
24.	Repair of Rear Electrical	6		
25.	Body repair and body spray	18		
26.	Replacement of battery	01		
27.	Replacement of Ignition key	01		
28.	Supply and fitting of Tractor Hood	01		
29.	Labour hours	27		
Subtotal [Excluding vat]				
Vat at 15% [if registered for vat]				
Grand Total [including vat]				

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 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 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
Warranties		
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	Average = 2 Good = 3 Very good = 4
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/activity	20	Excellent = 5
Total functionality Score	80	

- 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 FORD TRACTOR, MODEL 6610**"
- No quotation will be accepted after the closing date and time.


Mr. M.L. Mosena
Municipal Manager
 [Ref: MM-8/1/1:06]