

## Hessequa Municipality



### **MUNICIPAL SUPPLY CHAIN MANAGEMENT INVITATION TO SUBMIT CLOSED QUOTATION FENCING IN HESSEQUA: RIVERSDAL JUJSKEI CLUB, RIVERSDAL TAFELRONDTE CLUB, ALBERTINIA MOSGAS BUILDING AND MIDDELKAMP WITSAND**

RQ Nr: 52129

19 September 2016

**Dear Sir/Madam**

Please provide a written quotation for the supply of goods and / or services as detailed in the list attached.

The quotation must be submitted, on the official letterhead of your business, by the one of the following means for the attention of Mrs. E Prins

- Fax: (086) 536-3768
- Email [ellouise@hessequa.gov.za](mailto:ellouise@hessequa.gov.za)
- Per Hand at the Hessequa Municipality SCM offices, Post Office Building, 19 Main Road, Riversdale, 6670

**Quotations must reach the Municipality by no later than 12:00 on Friday 30 September 2016**

The following conditions will apply to all quotations:

- Prices quoted must be firm, inclusive of VAT and where applicable for delivery to the address indicated below. The total amount of the quotation must also be clearly indicated;
- Please refrain from quoting on goods that are out of stock or not usually stocked by your company, or indicate on your quotation that this is the case and what the delivery period on those items will be;
- If your quotation is accepted, goods and/or services must be supplied and delivered to the below mentioned address, accompanied by your delivery note and invoice (if possible);
- Quotations must to be valid for a period of 30 days;
- The delivery period must be indicated.
- The closed quotation is subjected to the General Conditions of Contract as contained in MFMA Circular 25 of 2005 and the conditions contained in Hessequa Municipal SCM POS section 3.2.4.

If your quotation does not comply with above stated conditions, your quotation will not be considered.

If you have not received a response from the Municipality within thirty (30) days after the closing date of the quotation, please regard your quotation as unsuccessful.

Should you be interested in wanting to know to who the successful bidder was, you may consult our website at [www.hessequa.gov.za](http://www.hessequa.gov.za) where monthly reports on awards will be published.

Quotations will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), The Preferential Procurement Regulations,2011 and the Hessequa Municipality's Supply Chain Management Policy, for which 80 points will be allocated in respect of price and 20 points in respect of B-BBEE contribution.

**It is estimated that prospective suppliers should have a CIDB contractor grading designation of 1 SQ or 1GB or higher.**

The Municipality reserves the right to withdraw any invitation for closed quotations and/or to re advertise or to reject any quotation or to accept a part of it. The Municipality does not bind itself to accepting the lowest quotation.

Any Prospective Service Provider must make sure that they are registered and are valid on the Database of Hessequa Municipality and/or on the Centralised Supplier Database (CSD) and that they are in possession of a Valid Tax Clearance Certificate.

Please address any technical enquiries regarding the specifications to Mr F Saayman -7138000, or any Supply Chain Management related enquiries to Mrs E Prins at Tel: 028 7138085

A compulsory clarification meeting will be held as follows:

<b>PLACE</b>	<b>DATE</b>	<b>TIME</b>
ROUND TABLE CLUBHOUSE, RIVERSDALE	27 SEPTEMBER 2016	9:00
JUKSKEI CLUBHOUSE, RIVERSDALE	27 SEPTEMBER 2016	9:30
MOSGAS BUILDING ALBERTINIA	27 SEPTEMBER 2016	11:00
WITSAND MIDDEL CAMP	27 SEPTEMBER 2016	14:30

**Important note: a valid original or certified B-BBEE certificate must be submitted with the documentation. (MBD 6.1 Preference Points Claim form need to be completed to claim points. NB- Only points claims will be awarded.)**

## MBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;

- (m) “**person**” includes a juristic person;
- (n) “**QSE**” means a Qualifying Small Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (o) “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for comparative price of bid under consideration  
 Pt = Comparative price of bid under consideration  
 Pmin = Comparative price of lowest acceptable bid

## 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

7.1 B-BBEE Status Level of **Contribution**:..... =.....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

**8. SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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8.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME.

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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**9. DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

.....

9.2 VAT registration  
number:.....

9.3 Company registration  
number:.....

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....  
.....  
.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

**Municipality where business is situated:**  
.....

**Registered Account Number:** .....

**Stand Number:**.....

9.8 Total number of years the company/firm has been in  
business:.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the  
company/firm, certify that the points claimed, based on the B-BBE status  
level of contribution indicated in paragraph 7 of the foregoing certificate,  
qualifies the company/ firm for the preference(s) shown and I / we  
acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General



Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....

For delivery to:  
Hessequa Municipality

## **SUPPLY CHAIN MANAGEMENT**

**You are requested to quote on the following:**

### **SPECIFICATIONS**

#### **SECTION 2.1: SPECIFICATIONS**

##### **Scope of Works:**

##### **1. Jukskei club house Riversdale erf 3825**

The works include the supply and erection of 1.8m high Diamond Mesh fence button up on 3 steel strand wires at the Jukskei club house at Riversdale (erf 3825) The length of the fence is estimated at 55m. The exact dimensions are to be determined on site by the tenderer. There are currently no fence erected around the clubhouse.

##### **Specifications of fencing:**

Supply and Erection of Diamond Mesh wire fence at the following site:

Site: Around the Jukskei clubhouse at erf 3825 Riversdale.

Corner Posts: 2.4m x 100mm + 450mm x 2mm galvanized steel post

Intermediate posts and stays: 2.4m x 100mm x 450mm x 1.6mm galvanized steel post

Mesh: 1.8m x 50mm x 2.5mm diamond mesh

Steel Wire: 3.15mm lightly galvanized

Tie Wire: 2.0mm lightly galvanized

All posts are spaced at  $\pm$  3m apart and planted 600mm deep x 400mm square in 15mpa concrete

##### **Post foundation**

600mm deep x 400mm square 15Mpa concrete.

##### **Installation**

The diamond mesh must be button up on 3 strand wires

Any holes that must be drilled into main or intermediate poles is the responsibility of the contractor

## **Labour**

The contractor shall be responsible for the management and supervision of the labours.

The contractor must provide at least two contactable references where similar works has been done.

## **2. Tafelronde clubhouse Riversdale erf 2080, Riversdale**

The works include the supply and erection of 1.8m high Diamond Mesh fence button up on 3 steel strand wires at the Tafelronde club house at Riversdale (erf 2080) The length of the fence is estimated at 50m. The exact dimensions are to be determined on site by the tenderer. There are currently no fence erected around the clubhouse.

### **Specifications of fencing:**

Supply and Erection of Diamond Mesh wire fence at the following site:

Site: Around the Tafelronde clubhouse at erf 2080 Riversdale.

Corner Posts: 2.4m (class 4) wood poles

Intermediate posts and stays: 2.4m (class 3) wood poles

Mesh: 1.8m x 50mm x 2.5mm diamond mesh

Steel Wire: 3.15mm lightly galvanized

Tie Wire: 2.0mm lightly galvanized

All posts are spaced at  $\pm 3$ m apart and planted 400mm deep with 15mpa concrete

Blade wire with a must be installed on top of the fence. The height of the blade wire must be 200mm and must be connected to two steel wires between the corner and intermediate posts.

### **Post foundation**

400mm deep with 15Mpa concrete.

### **Installation**

The diamond mesh must be button up on 3 strand wires.

Any holes that must be drilled into main or intermediate poles is the responsibility of the contractor

## **Labour**

The contractor shall be responsible for the management and supervision of the labours.

The contractor must provide at least two contactable references where similar works has been done.

### **3. Middel Camp Witsand erf 162**

The works include the supply and erection of 1.8m high Diamond Mesh fence button up on 3 steel strand wires at the Middel Camp Witsand (erf 162) the length of the fence is estimated at 140m. The exact dimensions are to be determined on site by the tenderer. There are a current fence erected at the campsite. The intermediate and corner posts are in good order and can be re used. The fencing however must be replaced and the corner and intermediate posts must be concreted.

#### **Specifications of fencing:**

Supply and Erection of Diamond Mesh wire fence with a green coating (similar in size and quality to the current fence) at the following site:

Site: Around the Witsand Middel Camp erf 162...

Mesh: 1.8m x 50mm x 2.5mm diamond mesh with a green coating (similar in size and quality to the current fence)

Steel Wire: 3.15mm lightly galvanized

Tie Wire: 2.0mm lightly galvanized

All posts must be spaced at  $\pm 3$ m apart and planted 600mm deep with 15mpa concrete. Current posts can be re used but it must be planted by using concrete.

#### **Post foundation**

600mm deep with 15Mpa concrete.

#### **Installation**

The diamond mesh must be button up on 3 strand wires.

Any holes that must be drilled into main or intermediate poles is the responsibility of the contractor. The old fence must be left at the premises where Municipal officials will collect the old fence.

#### **Labour**

The contractor shall be responsible for the management and supervision of the labours.

The contractor must provide at least two contactable references where similar works has been done.

#### **4. MOSGAS BUILDING AT ALBERTINIA ERF 1714**

The works include the supply and erection of 300mm high blade wire on top of the current vibracrete wall at the Mosgas Building Albertinia (erf 1714) the length of the fence is estimated at 315m. The exact dimensions are to be determined on site by the tenderer.

##### **Specifications of fencing:**

Supply and Erection of a 300mm high blade wire on top of the current vibracrete wall at the following site:

Site: Around the Mosgas Building Albertinia erf 1714

Blade Wire: Lightly galvanized

Tie Wire: 2.0mm lightly galvanized

A metal plate (300mm in length excluding the part that is mounted on the wall)) must be mounted to the vibracrete wall with the point of the plate pointing away from the Mosgas Building. The blade wire must be attached to two wires between the metal metal plates.

##### **Labour**

The contractor shall be responsible for the management and supervision of the labours.

The contractor must provide at least two contactable references where similar works has been done.

The Municipality may at its own discretion award one or more of the projects in this request for quotations to a supplier or split the allocation of the projects to more than one supplier.