

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION**

**THE UPGRADING OF ENTRANCES OF OFFICES AT PREEKSTOEL CARAVAN
OFFICE, ELLENSRUST CARAVAN OFFICE AND JONGENSFONTEIN CARAVAN
OFFICE**

RQ Nr: 53913

22 February 2017

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 Ms C Prins

- Email carisha@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 07 March 2017

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 a quotation is submitted for the goods; services or works requested, you the supplier accepts the conditions of this quotation and that the goods; services and works will be supplied or constructed as per this quotation.
- A formal order will be issued to the successful supplier that will be a written instruction to the supplier to supply; deliver or construct as per specifications contained in this quotation.

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 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 of 1 GB 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 K van Eck Tel: 028 713 7581 or any Supply Chain Management related enquiries to Ms C Prins at Tel: 028 713 7974.

A compulsory clarification meeting will be held on at the following:

<u>PLACE</u>	<u>TIME</u>	<u>DATE</u>
JONGENSFONTEIN CARAVAN PARK OFFICE	10:00 AM	28 FEBRUARY 2017
ELLENSRUST CARAVAN PARK OFFICE	10:30 AM	28 FEBRUARY 2017
PREEKSTOEL CARAVAN PARK OFFICE	10:50 AM	28 FEBRUARY 2017

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. The MBD 6.1 is available from the municipal website at www.hessequa.gov.za under the tab GENERAL TENDER INFORMATION or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)

SPECIFICATIONS FOR UPGRADING OF ENTRANCE AT ELLENSRUST HOLIDAY RESORT OFFICE

IMPORTANT PRELIMINARY INFORMATION:

Hessequa Municipality requires the services of a contractor to do the following upgrading work. The work must start simultaneously at all 3 Camps and must be completed within maximum four (4) weeks from start to finish. Directly after approval is given, the final date of completion will be determined by the Coordinator Camps, or his delegate, and will be collaborated with the successful Contractor.

A penalty fee of 10% of the original starting price will be enforced on a daily basis (per day) if the work is not completed in the aforementioned time frame.

Quotation must include all material, preparations, work and labour, and the Contractor must **take all the relevant measures him-/herself** that is necessary/relevant to complete the work to be done.

Only registered Building Contractors with at least 10 years building experience and with proven building experience of similar works as indicated in the specifications below, will be considered. At least 3 references of completed similar works in the past 2 years must also be supplied.

A Minimum guarantee of 10 years for workmanship and building material installed and all related building works must be supplied in writing by successful Contractor directly after completing this work.

Please be advised that all preparatory work and earth works must be done and completed by the Contractor. *The removal of all ground, refuse and scraps must be done continuously by the Contractor or at a time as indicated by the Camp Coordinator, before the final payment will be made.*

All building material, building parts, labour, workman tools, safety-accessories, and sub-contracting works together with the necessary required certificates, must be arranged and supplied by the successful Contractor at his/her own account, where applicable

The successful Contractor must arrange and pay for his/her own accommodation and transport and also for every worker/person in his/her service. No accommodation will unfortunately be made available at any Municipal Resort for any persons other than Bona Fide holiday persons.

The successful Contractor must also supply its own temporary store room/container for keeping and locking up all tools, building material and accessories during such time it takes to complete the works. This must be placed on a site as indicated by the Camp Coordinator, and nowhere else.

All building related sand and concrete must be covered by rainproof plastic every day, even when no work is taking place.

The successful Contractor will be responsible for any damages and unforeseen expenses.

The successful Contractor will also be responsible for cleaning the area and throughout the contract and specifically after the works are completed.

SPECIFICATIONS OF UPGRADING WORKS AT ELLENSRUST OFFICE ENTRANCE:

A. ENTRANCE AT THE OFFICE

1. Approx. 1 meters from the entrance door, break up the existing floor (paving) and levelled it out to the roadway.
2. Build a ramp (paving) (wheelchair friendly) inclining from the roadway to the entrance of the office.
3. Pave the ramp to the office door with **NON SLIP** similar pavers as currently in use. ***Colour and type of paver bricks will be finalized with successful contractor by Camp Coordinator or his delegate before all work will commence.***

GENERAL

All material removed remain the property of the municipality and should be reported to the Camp Coordinator after each completion. All litter and waste shall be removed at a time / times as determined by the Camp Coordinator and will be for the Contractor's own expense.

SPECIFICATIONS FOR UPGRADING OF ENTRANCE AND OFFICE AT JONGENSFONTEIN SEASIDE RESORT

IMPORTANT PRELIMINARY INFORMATION:

Hessequa Municipality requires the services of a contractor to do the following upgrading work. The work must start simultaneously at all 3 Camps and must be completed within maximum four (4) weeks from start to finish. Directly after approval is given, the final date of completion will be determined by the Coordinator Camps, or his delegate, and will be collaborated with the successful Contractor.

A penalty fee of 10% of the original starting price will be enforced on a daily basis (per day) if the work is not completed in the aforementioned time frame.

Quotation must include all material, preparations, work and labour, and the Contractor must **take all the relevant measures him-/herself** that is necessary/relevant to complete the work to be done.

Only registered Building Contractors with at least 10 years building experience and with proven building experience of similar works as indicated in the specifications below, will be considered. At least 3 references of completed similar works in the past 2 years must also be supplied.

A Minimum guarantee of 10 years for workmanship and building material installed and all related building works must be supplied in writing by successful Contractor directly after completing this work.

Please be advised that all preparatory work and earth works must be done and completed by the Contractor. *The removal of all ground, refuse and scraps must be done continuously by the Contractor or at a time as indicated by the Camp Coordinator, before the final payment will be made.*

All building material, building parts, labour, workman tools, safety-accessories, and sub-contracting works together with the necessary required certificates, must be arranged and supplied by the successful Contractor at his/her own account, where applicable

The successful Contractor must arrange and pay for his/her own accommodation and transport and also for every worker/person in his/her service. No accommodation will unfortunately be made available at any Municipal Resort for any persons other than Bona Fide holiday persons.

The successful Contractor must also supply its own temporary store room/container for keeping and locking up all tools, building material and accessories during such time it takes to complete the works. This must be placed on a site as indicated by the Camp Coordinator, and nowhere else.

All building related sand and concrete must be covered by rainproof plastic every day, even when no work is taking place.

The successful Contractor will be responsible for any damages and unforeseen expenses.

The successful Contractor will also be responsible for cleaning the area and throughout the contract and specifically after the works are completed.

SPECIFICATIONS OF UPGRADING WORKS AT JONGENSFONTEIN OFFICE AND ENTRANCE:

A. INSIDE THE OFFICE

1. Supply and install 1 x 75 cm X 65 cm Melamine board 1.5 cm thick, directly underneath the table top and next to the safe. The board must be rounded off at the edges with an Oak wood finishing strip, similar to the existing ones. Colour of Melamine to be cream (similar to the existing ones).
2. In front of the safe and between the new Melamine board and existing wall underneath the table top, supply and install 1 x 75 cm X 57 cm cream coloured Melamine door 1.5 cm thick, together with 2 hinges connected to the wall, and maximum opening capacity. The board must be rounded off at the edges with an Oak wood finishing strip, similar to the existing ones.
3. In the space against the wall and between above-mentioned table top and the door at the entrance of the office, supply and install a wood(oak or strong pine) varnished furniture based seat-bench together with back rest and re-openable seated lid of approximately the following measures:
 - Height = 45 cm
 - Length = 155 cm
 - Width = 45 cm
 - Backrest = 155 x 36 cm (to fit underneath current window pane).
4. The main frame, seat and backrest of the bench must be strong enough to withheld 4 humans at the same time.
5. Neatly break out and remove the current window and frame at the North Eastern side. The windows and frame will stay the property of the Resort.
6. Build a structure wall with double brick and mortar and smooth stucco, height 1.0 m x 114 cm, in the area where the window was removed. Cement plaster the wall and area where the wood frame were removed, inside and outside.
7. Supply and install aluminium window frame (50mm frame of dark oak colour, and 5 mm clear safety glass) on top of new brick wall. In the middle of the window frame there must be a swing open window of approx. 40 x 35 cm.
8. Paint the inside and outside of the new and plastered walls with at least 2 coats of durable PVA waterproof paint and the same colour of the existing walls. The correct preparation of the wall with crack filler and primer paint must be done before painting, as per instructions of the manufacturer, where applicable.
9. On the new wall, above the sink, supply and install cream coloured tiles 35 x 35 cm in one layer. On the wall next to the sink and up to the height of the top of the window

frame, supply and install similar tiles up to the edge of the window. Tiles must be waterproof, of good quality and A grade. Spacing must be 5mm between tiles. Grout to be Dove Grey. Use Everbond and tile cement as per instructions of the manufacturer.

10. Tile the whole inside floor area of the office with the same type tiles as mentioned above in paragraph 9, making sure correct preparation is done to remove the existing Novilon, and correctly do tile work.

B. ENTRANCE AT THE OFFICE

11. Approx. 1.1 metres at the top stair in front of the entrance, build and fill up the second step to the level of the floor at the entrance.
12. Build a concrete ramp (wheelchair friendly) of approx. 110 cm x 4 m declining from the top floor area to the ground next to the front wall of the office.
13. Tile the ramp and the existing steps and the area in front of office door with **NON SLIP** similar tiles as mentioned in paragraphs 9 and 10. ***Colour will be finalized with successful contractor by Camp Coordinator before all work will commence.***
14. At the side of the ramp area up to the Pole of the thatch roof, supply and install a meranti wood rail (pre oiled with dark oak) of normal human height and supported with correct wood beams at every 1 metre interval. (During the site meeting, the area and work to be done, will be explicitly pointed out).

GENERAL

All material removed remain the property of the municipality and should be reported to the Camp Coordinator after each completion. All litter and waste shall be removed at a time / times as determined by the Camp Coordinator and will be for the Contractor's own expense.

DESCRIPTION OF UPGRADING PORTION	COST PER PORTION (ALL INCLUSIVE)
A. INSIDE THE OFFICE	
B. ENTRANCE AT THE OFFICE	
TOTAL =	

SPECIFICATIONS FOR UPGRADING OF ENTRANCE AND OFFICE AT PREEKSTOEL HOLIDAY RESORT

IMPORTANT PRELIMINARY INFORMATION:

Hessequa Municipality requires the services of a contractor to do the following upgrading work. The work must start simultaneously at all 3 Camps and must be completed within maximum four (4) weeks from start to finish. Directly after approval is given, the final date of completion will be determined by the Coordinator Camps, or his delegate, and will be collaborated with the successful Contractor.

A penalty fee of 10% of the original starting price will be enforced on a daily basis (per day) if the work is not completed in the aforementioned time frame.

Quotation must include all material, preparations, work and labour, and the Contractor must **take all the relevant measures him-/herself** that is necessary/relevant to complete the work to be done.

Only registered Building Contractors with at least 10 years building experience and with proven building experience of similar works as indicated in the specifications below, will be considered. At least 3 references of completed similar works in the past 2 years must also be supplied.

A Minimum guarantee of 10 years for workmanship and building material installed and all related building works must be supplied in writing by successful Contractor directly after completing this work.

Please be advised that all preparatory work and earth works must be done and completed by the Contractor. *The removal of all ground, refuse and scraps must be done continuously by the Contractor or at a time as indicated by the Camp Coordinator, before the final payment will be made.*

All building material, building parts, labour, workman tools, safety-accessories, and sub contracting works together with the necessary required certificates, must be arranged and supplied by the successful Contractor at his/her own account, where applicable

The successful Contractor must arrange and pay for his/her own accommodation and transport and also for every worker/person in his/her service. No accommodation will unfortunately be made available at any Municipal Resort for any persons other than Bona Fide holiday persons.

The successful Contractor must also supply its own temporary store room/container for keeping and locking up all tools, building material and accessories during such time it takes to complete the works. This must be placed on a site as indicated by the Camp Coordinator, and nowhere else.

All building related sand and concrete must be covered by rainproof plastic every day, even when no work is taking place.

The successful Contractor will be responsible for any damages and unforeseen expenses.

The successful Contractor will also be responsible for cleaning the area and throughout the contract and specifically after the works are completed.

SPECIFICATIONS OF UPGRADING WORKS AT PREEKSTOEL OFFICE AND ENTRANCE:

A. INSIDE THE OFFICE

1. Breaking out existing reception counter and top to be replaced by new reception counter closer to the new entrance (about 2 meters from where the old one was) New reception front must be brick build (face bricks) (950mm high X 1.700mm length) with a melamine counter top (1X 640mm width X 1.750mm length X 15mm thick) The board must be rounded off at the edges with an Oak wood finishing strip, similar to the existing ones.
 - 1.1 After completion of counter, install 4 x 70x55x55x1.5cm melamine cupboards with closing doors, similar to the colour and oak edges together with handles, as the new top. The inside of cupboard must be divided by a melamine shelf. The placement of these cupboards will be identified during the site meeting.
2. Supply and install cream coloured tiles 35 x 35 cm in one layer. Tiles must be waterproof, of good quality and A grade. Spacing must be 5mm between tiles. Grout to be Dove Grey. Use Everbond and tile cement as per instructions of the manufacturer. Tile the whole inside floor area of the office with the type tiles as mentioned above, making sure correct preparation is done to remove the existing Novilon, and correctly do tile work.

B. ENTRANCE AT THE OFFICE

3. Breaking out of existing door and window on the North western side of the office. The opening of the existing window must be opened to fit an aluminium sliding door of 2.1 X 2.1 meter.
4. Closing the opening of the existing door by bricking and finishing it by plastering it. Fit a 2.1 X 2.1 meter aluminium sliding door as mentioned in the opening of the existing window.
5. Building a concrete ramp (wheelchair friendly) from the roadway to the entrance at the sliding door.
6. Tile the ramp and the area in front of office door with **NON SLIP** similar tiles as mentioned in paragraphs 9 and 10. ***Colour will be finalized with successful contractor by Camp Coordinator before all work will commence.***
7. At the side of the ramp area, supply and install a meranti wood rail (pre oiled with dark oak) of normal human height and supported with correct wood beams at every 1 metre interval. (During the site meeting, the area and work to be done, will be explicitly pointed out).

GENERAL

All material removed remain the property of the municipality and should be reported to the Camp Coordinator after each completion. All litter and waste shall be removed at a time / times as determined by the Camp Coordinator and will be for the Contractor's own expense.

DESCRIPTION OF UPGRADING PORTION	COST PER PORTION (ALL INCLUSIVE)
<i>A. INSIDE THE OFFICE</i>	
<i>B. ENTRANCE AT THE OFFICE</i>	
TOTAL =	