

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
THE CLEANING OF RESIDENTIAL AREAS BY MEANS OF SMALL CONTRACTORS
IN MELKHOUTFONTEIN**

RQ Nr: 55089

24 May 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 Carisha 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 05 June 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, 2017 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.

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 Andre Hansen
Tel: 028 713 7861 or any Supply Chain Management related enquiries to Ms Carisha Prins at
Tel: 028 713 8082.

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

<u>PLACE</u>	<u>TIME</u>	<u>DATE</u>
MELKHOUTFONTEIN MUNICIPAL OFFICE	11:00 AM	MONDAY 29 MAY 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 point's claims will be awarded. The MBD 6.1 is available from the municipal website at www.hessequa.gov.za under the tab SCM INFORMATION AND REPORTS or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)

SPECIFICATIONS: CLEANING OF RESIDENTIAL AREAS BY MEANS OF SMALL CONTRACTORS

Scope of Work

The work entails the cleaning of general waste, garden refuse, areas where illegal dumping occurs, as well as public open spaces in the previously disadvantaged areas of Hessequa Municipality. Small contractors must employ temporary workers to assist with all cleaning activities in the areas as indicated below:

1. Melkhoutfontein

Duties to be performed:

- Removal of all garden refuse from sidewalks, municipal open areas
- Cleaning of all areas where illegal dumping occur.
- Clean all public open spaces e.g. parks, cemeteries, municipal land through the removal of littering, eradicating weeds and all types of refuse.

Requirements / Responsibilities

Work program

- The Contractor must submit a weekly work program to the municipality for approval.
- The estimated time for the project is approximately 2 weeks where the successful bidder shall do all cleaning activities and will be confirmed during the appointment of the successful bidder.
- The abovementioned program shall be managed/monitored by the technical superintendent on a daily basis.
- Garden refuse must be stock pile and the Municipality will took it to the local landfill site on a weekly basis. All loads shall be recorded at the landfill site, which will serve as proof of work done.
- No building rubble shall be removed by the contractor unless instructed by the Technical Department.
- Daily inspections shall be done and progress as well as quality of works shall be communicated through the superintendent.
- The superintendent shall complete a final inspection with the contractor before an invoice be signed off.
- Payment shall occur at the end of the contract.
- All equipment and materials used, i.e. black/red bags, shall be provided by the Municipality.

Transportation / Plant requirement

- The contractor must be in possession of one LDV vehicle to transport the workers.
- The vehicles used by the Contractor, shall be roadworthy at all times and all drivers/operators shall be in possession of valid driver's licenses and a PDP.
- Proof of Valid driver's licenses and PDP's must be submitted with the tender document
- Fuel shall not be supplied by the municipality

- It is important to note that the traffic regulations prohibit any workers to be transported in the loading area of the LDV while transporting the workers. All workers must be seated in the passenger cabin of the LDV.

Labour

- The Contractor shall be responsible for the management and supervision of the labourers, which includes the safety, discipline, productivity, human resources relations of the labourers.
- A minimum amount of 4 labourers should be employed by the Contractor
- The shake-shake method shall be used for the appointment of the labourers and be paid a minimum rate of R160.00 per day as per EPWP requirements.
- The labourers must be employed from the areas where the cleaning shall occur
- EPWP documentation shall be completed by the contractor and submitted to the municipal office at the same time that invoices are submitted and no payment shall be made if the last mentioned documentation is not submitted
- All Personal Protective Equipment/Clothing shall be provided by the contractor and ensure a safe environment at all times.

All Health & Safety issues must be in place and a Health & Safety Plan must be submitted with the tender document

Pricing Schedule: Area : Melkhoutfontein			
ITEM NO	ITEM DESCRIPTION	Rate	
		R	c
1	Cleaning of all types of waste in indicated areas.		
2	1 x Supervisor		
3	4 x Labour(minimum wage of R160 per day)		
4	Additional Labour		
5	1 x LDV- Running cost all inclusive		
	VAT (14%) Applicable to VAT registered vendors only		
	Total Amount		

Melkhoutfontein

