

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
TEMPORARY WORKERS FOR THE PLANTING OF TREES IN RESIDENTIAL
AREAS SLANGERIVIER, HEIDELBERG, MELKHOUTFONTEIN AND
KWANOKUTHULA**

RQ Nr: 55097

19 June 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 03 July 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	10:00 AM	MONDAY 26 JUNE 2017
KWANOKUTHULA – LUKHANYO CRECHÉ	12:00 PM	MONDAY 26 JUNE 2017
SLANGERIVIER – MUNICIPAL OFFICE	14:00PM	MONDAY 26 JUNE 2017
HEIDELBERG – MUNICIPAL OFFICE	15:00 PM	MONDAY 26 JUNE 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 SCM INFO AND REPORTS or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)

Specifications

Scope of Work

Preparation of ground soil by removing any weeds or alien plants. Leveling of the ground soil .Enrich the ground by adding compos and fertilizer. Digging of holes for trees, 18 trees will be planted in each town: Holes sizes 1m x 1m x 600mm. Planting of the trees and adding of compos fencing of each tree separately with poles and shadow net up to 1.2m high. Preparing of Concrete foundations for 3 – 4 park benches and concrete the benches in certain identified positions.

A maximum of **one contractor** and **four general workers** working for five working days should be appointed in the following towns:

- Melkhoutfontein
- Kwanokuthula
- Slangrivier
- Heidelberg

Labourers should be paid a minimum rate of R160.00 per day as per EPWP requirements.

The contractor is responsible for:

- All Personal Protective Equipment/Clothing shall be provided by the contractor and ensure a safe environment at all times.

Transport of workers and contractor, to the specific sites, will be the responsibility of the municipality.

The completion period is a maximum period of five working days for each town.

All the relevant materials will be provided by Hessequa Municipality.

Pricing Schedule: Melkhoutfontein			
ITEM NO	ITEM DESCRIPTION	Rate	
		R	c
1	Preparation of ground soil		
2	Enrich ground with compos and fertilizer		
3	Digging of holes and plant 18 trees		
4	Fencing of trees with poles and shadow net		
5	Concrete of park benches		
	VAT (14%) Applicable to VAT registered vendors only		
	Total Amount		

Pricing Schedule: Kwanokuthula			
ITEM NO	ITEM DESCRIPTION	Rate	
		R	c
1	Preparation of ground soil		
2	Enrich ground with compos and fertilizer		
3	Digging of holes and plant 18 trees		
4	Fencing of trees with poles and shadow net		
5	Concrete of park benches		
	VAT (14%) Applicable to VAT registered vendors only		
	Total Amount		

Pricing Schedule: Heidelberg			
ITEM NO	ITEM DESCRIPTION	Rate	
		R	c
1	Preparation of ground soil		
2	Enrich ground with compos and fertilizer		
3	Digging of holes and plant 18 trees		
4	Fencing of trees with poles and shadow net		
5	Concrete of park benches		
	VAT(14%) Applicable to VAT registered vendors only		
	Total Amount		

Pricing Schedule: Slangrivier			
ITEM NO	ITEM DESCRIPTION	Rate	
		R	c
1	Preparation of ground soil		
2	Enrich ground with compos and fertilizer		
3	Digging of holes and plant 18 trees		
4	Fencing of trees with poles and shadow net		
5	Concrete of park benches		
	VAT(14%) Applicable to VAT registered vendors only		
	Total Amount		