

**Hessequa Municipality**



**MUNICIPAL SUPPLY CHAIN MANAGEMENT  
INVITATION TO SUBMIT CLOSED QUOTATION  
WINDOW REPAIR AND INSTALLATION WORKS AT PREEKSTOEL RESORT –  
STILL BAY**

**Req 56319**

**29 August 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](mailto: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 08 September 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 quotationer 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,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.

**It is estimated that prospective suppliers should have a CIDB contractor grading of 1GB 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 Ken van Eck Tel: 028 713 7831 or any Supply Chain Management related enquiries to Ms C Prins at Tel: 028 713 7974

Compulsory site meeting to be held at the following:

PLACE	DATE	TIME
PREEKSTOEL RESORT – STILL BAY	FRIDAY 01 September 2017	10:00 am

**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](http://www.hessequa.gov.za) under the tab 'GENERAL INFORMATION CLOSED QUOTATIONS' or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)**

## **CLOSED QUOTATION: BUDGET 2017 2018**

### **WINDOW REPAIR AND INSTALLATION WORKS: PREEKSTOEL CHALETS A1 TOT A6 AND CHALETS B1 AND B2**

#### **IMPORTANT PRELIMINARY REQUIREMENTS TOGETHER WITH SPECIFICATIONS:**

Hessequa Municipality requires the services of an experienced Professional aluminium window frames Installer to do the following work at PREEKSTOEL MUNICIPAL RESORT mentioned in the specifications hereunder. **During the site meeting, the buildings at the relevant resort and respectively also the work to be done, will be explicitly pointed out.**

**The work at the A and B type Chalets in Preekstoel must be completed directly and as soon as possible after approval of Quote and must be completed on the final date of 12/09/2017 (11 September 2017).**

***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 frames.***

**Only Experienced quotationers with at least 5 years' similar experience of indicated works as mentioned in the specifications below, will be considered. Preferable 5 but at least 3 different references of completed similar works in the past 5 years within the scope and Rand value of this project ( estimated between R 30 000.00 to R 60 000.00) must also be supplied.**

***No more than 30% of the total value of this closed quotation may be sub-contracted by the successful quotationer. In cases where the successful quotationer will make use of sub-contractors, full information of the sub-contractors together with at least 3 different references of each sub-contractor must be supplied to the Manager: Property Administration or his delegate for review and final consent. The successful quotationer, however, will be personally held responsible and accountable for all works including sub contacting works, as specified and related to this closed quotation.***

**A Minimum guarantee of 10 years for workmanship and building material installed and all related sub-contracting works must be supplied in writing by successful quotationer directly after completing this work. This guarantee will not be applicable on acceptable normal wear and tear of material, unforeseen acts by nature and also cases of vandalism, were it can be proven with sustainable and acceptable facts by the successful quotationer. It is very important that the successful quotationer will ensure that he/she only make use of the best quality material on the market, suited for the climate and weather conditions of coastal areas, and with specific execution of all manufacturer's instructions in this regard. Avoid cheap copies of quality named and proven products.**

Please be advised that all preparatory related works necessary to start and successfully complete this closed quotation must be done by the quotationer. *The removal of all refuse and scraps must be done continuously by the quotationer or at a time as indicated by the Camp Coordinator, before the final payment will be made.*

The successful quotationer will timeously arrange for and supply all necessary certificates required by Law or Municipal Policy regarding the issuing thereof, on any aspect related to this job/closed quotation, at his/her own cost. This include sub-contracting work.

All building material, building parts, labour, workman tools, safety-accessories, and sub-contracting related parts and works must be arranged and supplied by the successful quotationer at his/her own account.

The successful quotationer 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 quotationer 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.

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

The successful quotationer will also be responsible for cleaning the work area on a daily basis throughout the contract and specifically after the works are completed.

**All material** removed/not removed remain the property of the municipality and should be reported to the Camp Coordinator.

Where material, refuse and scraps may be removed by the quotationer, it *must be done at certain times in accordance with the Camp Coordinator and/or his delegate. No final payment will be made unless all indicated material, scrap and refuse were not thoroughly removed.*

The quotationer must take all the relevant measures him-/herself that is necessary/relevant to complete the work to be done.

**No payment whatsoever will be made by the Municipality IN ADVANCE. During the duration of the works only 3 invoices (per separate and specific project) from the successful quotationer will be accepted for payment in the following cases:**

- After the quotationer has completed 30% of the works.**
- After the quotationer has completed 70% of the works.**
- After the quotationer has completed 100% of the works.**

**Payment and signing off of the invoices will only be made after inspection of the completed works by an Official from the Municipality and indication that the percentage of works were completed to his/her satisfaction and sole discretion. The quotationer must therefore make sure that he/she consist of the necessary cash flow on hand prior to commencing with works in order to purchase all starting material and also can handle any other related costs applicable.**

The information on the Quote form quotationers must indicate the total price **for all separate works specified hereunder on the example given at the end of the specifications (Vat Inc.)**. Depending on the available budget amount and the quote accepted, an indication of the total of works to be done will be communicated to the successful quotationer.

**SPECIFICATIONS:**

**WINDOW REPAIRS AND INSTALLATION OF ALUMINIUM FRAMES AND WINDOWS A1 TO A6, AND B1 AND B2**

1. Remove the existing wooden frames and windows completely.
2. Cement, brick and plaster the wall and area where the wooden frames were removed.
3. Specifically at the A type chalets, in the precise place of the former wooden frames, supply and install WHITE aluminum frames (50mm frames) with clear safety glass of 5mm, except that in the case of all bathroom windows, the glass must be of obscure type. All square windows must open towards the outside area and must consist of a window fastener to close windows tightly. Ensure that all hinges are of good quality anti-rust SABS approved metal suitable for coastal conditions. **However, the tri angular windows must be in a solid frame.**
4. At the B type chalets, in the precise place of the former wooden frames, supply and install WHITE aluminum frames (50mm frames) with clear safety glass of 5mm, that must open towards the outside area, on the same specs and information stipulated in point 4 above.
5. Neatly seal off all windows with white waterproof quality silicon ensuring no water leaks.

**IMPORTANT:**

The Quotationer must specify the following information IN his quote document **PER project** FOR each separate section:

<b><u>Window repairs and Installation of alumi- nium frames and windows: Preekstoel</u></b>	LABOUR (incl) R	MATERIAL (incl) R	TOTAL COST( INC VAT) R
A type Chalets			
B type chalets			
<b><u>Grand Totals</u></b>			