

Hessequa Municipality



MUNICIPAL SUPPLY CHAIN MANAGEMENT INVITATION TO SUBMIT CLOSED QUOTATION THE SUPPLY AND DELIVERY OF CUTLERY

RQ Nr: 56669

12 September 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 19 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 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 Franklin Saayman
Tel: 028 713 7948 or any Supply Chain Management related enquiries to Ms Carisha Prins at
Tel: 028 713 8082.

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 FOR CUTLERY: HESSEQUA CAMPS

<u>ITEM NO</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE EXCL VAT</u>
1	114	Dinner Plate 25 cm		
2	114	Side plate 17cm		
3	90	Soup/cereal bowl 18 cm		
4	114	Coffee Mug		
5	162	Hi Ball Aqua Glass		
6	162	Wine Glass		
7	20	Sugar Bowl with lid (20 cl)		
8	18 DOZ	Dessert Spoons		
9	18 DOZ	Teaspoons		
10	18 DOZ	Table Forks		
11	18 DOZ	Table Knives		
12	90	Steak Knives		
13	24	Bread Knives		
14	38	Rice spoons		
15	96	Soup Spoons		
16	20	Egg lifter Stainless Steel		
17	20	Stainless Steel Oven pan		
18	20	Measuring jug (2L)		
19	24	Stainless Steel whisk		
20	27 SETS	Salt and Pepper set square		
21	24	Colander Stainless steel 260 mm		
22	24	Stainless steel Grater 4 sided heavy duty		
23	24	Kurk trekker plastic		
24	44	Ice cube tray		
25	20	Plastic Square bucket 11 LT		
26	50	3 set Pots Stainless Steel (unichef range)		
27	24	Stainless steel frying pan 240 x 60 mm		
28	20	Patato masher stainless steel		
29	20	Cutlery tray		
30	24	Ashtray glass 100 mm		
31	24	Can opener black or white		
32	24	Dish Drying racks plastic		
33	24	Water Jug glas 1.3L no lid		
34	24	Cutting board white 380 x 240 x 12mm		
35	48	Beer glasses		
TOTAL (VAT EXCL)				
VAT				
TOTAL (INCL VAT)				

PLEASE INDICATE DELIVERY PERIOD

Delivery requirements:
ELLENSRUST RESORT
1 MAIN ROAD
STILL BAY – EAST
STILL BAY
6674