

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
THE PROVISION OF SECURITY SERVICES AT THE BLUE FLAG BEACHES AND
SWIMMING POOLS**

RQ Nr: 56920

23 October 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 BEFORE OR AT 12:00 ON 30 OCTOBER 2017
NO LATE QUOTATIONS WILL BE CONSIDERED**

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 a quotation are called for a specific number of items, Council reserves the right to change the number of such items to be higher or lower. The successful quotationer will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful quotationer does not accept the new scenario, it will be offered to the second-placed quotationer. The process will be continued to the Municipality's satisfaction.

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 7974.

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 INFO AND REPORTS or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale)

SPECIFICATIONS FOR SECURITY SERVICES: HESSEQUA SWIMMING POOLS AND BLUE FLAG BEACHES

1. Swimming pools

Riversdale: Takkieskloof and De Mist
Heidelberg: Heidelberg

2. Blue Flag beaches

Gouritsmond beach
Preekstoel beach in Still Bay
Lappiesbaai beach in Still Bay (Part of Ellensrust resort)
Witsand beach in Witsand
Jongensfontein beach in Still Bay
Stilbaai West beach at Stilbaai

3. Security services

3.1 Duties

- 3.1.1 To supply all municipal swimming pools and blue flag beaches with temporary security personnel during the holiday period, as from 7 December 2017 to 14 January 2018.
- 3.1.2 The security service will include point duty at the entrance gates at swimming pool surveillance and monitoring at blue flag beaches. The security personnel will also monitor the area surrounding or next to the Blue Flag beach, for example parking areas.
- 3.1.3 It will also be expected from the security personnel to hand over keys when visitors arrive after the official hours of the swimming pool.
- 3.1.4 Security personnel must liaise daily with the appointed Contractor and must also report any serious problems directly to the Manager: Sanitation, Parks and Public Amenities or his/her delegate.
- 3.1.5 Special notice must also be given to the rules of the beach and swimming pools and any abnormalities must be reported directly to the Manager: Sanitation, Parks and Public Amenities.
- 3.1.6 The security at Blue Flag beaches is fully responsible to enforce law and order and all relevant rules must be obeyed. Attached: The regulations regarding public facilities, swimming pool rules and blue flag requirements.
- 3.1.7 The Blue Flag beaches security communicates directly to the public who transgresses the beach rules.

3.2 Other important matters

- 3.2.1 Security personnel must be willing to work on all weekends and public holidays.
- 3.2.2 Security personnel will also act on instruction from the Manager : Sanitation, Parks and Public Amenities, Resort Manager or his/her delegate, regarding the reprimanding of persons violating the rules

of the swimming pool or abnormalities related to beach aspects, for example any problems at the parking/beach area.

- 3.2.3 The Contractor will ensure and supply suitable transport for the security personnel.
- 3.2.4 Security personnel must wear identification cards and bibbies. (The Contractor must supply the identification items).
- 3.2.5 The Contractor must visit the security personnel on a daily basis to ensure excellent service and address complaints.

4. General aspects of the Contractor

- 4.1 Only personnel who permanently reside in Hessequa environment area, must be used as security personnel.
- 4.2 Unemployed people must be benefitted.
- 4.3 The Contractor is fully responsible for the behaviour and performance of the personnel.
- 4.4 The Contractor is fully responsible for wages of the personnel.
- 4.5 The Manager: Sanitation, Parks and Public Amenities or his/her delegate can recommend to dismiss a person(s) due to transgressing of the swimming pool or beach rules or a lack of performance in his/her duties.
- 4.6 Council may dismiss a Contractor immediately without any company if there is enough reason of breaking the relationship or lack of trust between both parties.
- 4.7 The Contractor only communicates with the public through the Manager: Sanitation, Parks and Public Amenities or his/her delegates.
- 4.8 The Manager: Sanitation, Parks and Public Amenities or his/her delegates might give any other fair relevant instructions to the Contractor and his/her personnel.
- 4.9 The Contractor is fully responsible and accountable for the safety and health of his or her personnel on duty.
- 4.10 Council is not responsible or accountable for any injury, harm or losses by any worker of the Contractor.
- 4.11 The Contractor is fully responsible for accommodation of personnel, if applicable.

5. Swimming pool information

5.1 Personnel (Only peak season: 7 December 2017-14 January 2018)

Security	Takkieskloof	De Mist	Heidelberg
	1	1	1

5.2 Blue Flag beaches (7 December 2017-14 January 2018)

Security	Lappiesbaai	Preekstoel	Jongensfontein	Stilbaai-Wes	Witsand	Gouritsmond
	3	2	2	2	3	2

5.3 *Working hours*

Beaches and swimming pools: 08:30-18:00

5.4 *The amount of personnel is only a suggestion to do the tasks affectively.*

6. Quotation matters

6.1 The contractor must quote separately for each swimming pool and beach.

6.2 The contractor must visit each swimming pool and Blue Flag beach on his/her own to get informed about the facilities present.

7. Penalty fee

A penalty fee of 10% of the total contract amount will be levied if any of the following scenarios should present itself:

7.1 Non-attendance of any workers.

7.2 Requirements in terms of section 4.6 of these specifications are applicable.

If the municipality has to employ any worker, the Contractor will be responsible for the expenses.

PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

SECTION A: SWIMMING POOLS**SUBSECTION 1: DECEMBER/JANUARY HOLIDAYS**

SWIMMING POOL	DATES	SHIFTS	NUMBER OF PERSONS	TENDER AMOUNT PER DAY	TOTAL TENDER AMOUNT FOR FIRST FINANCIAL YEAR (VAT INCLUSIVE)
Takkieskloof	09/12/2011 To 15/01/2018	09:00 To 18:00	1		
De Mist	09/12/2017 To 15/01/2018	09:00 To 18:00	1		
Heidelberg	09/12/2017 To 15/01/2018	09:00 To 18:00	1		
Subtotal (VAT Incl)					

SUBSECTION 2: EASTER WEEKEND

SWIMMING POOL	DATES	SHIFTS	NUMBER OF PERSONS	TENDER AMOUNT PER DAY	TOTAL TENDER AMOUNT FOR FIRST FINANCIAL YEAR (VAT INCLUSIVE)
Takkieskloof	30/03/2018 To 02/04/2018	09:00 To 18:00	1		
De Mist	30/03/2018 To 02/04/2018	09:00 To 18:00	1		
Heidelberg	30/03/2018 To	09:00 To	1		

	02/04/2018	18:00			
Subtotal (VAT Incl)					

SECTION B: BLUE FLAG BEACHES

SUBSECTION 1: DECEMBER/JANUARY HOLIDAYS

BEACH NAME	DATES	SHIFTS	NUMBER OF PERSONS	TENDER AMOUNT PER DAY	TOTAL TENDER AMOUNT FOR THE FIRST FINANCIAL YEAR (VAT INCLUSIVE)
Lappiesbaai	08/12/2017 To 14/01/2018	08:30 To 18:00	3		
Preekstoel	08/12/2017 To 14/01/2018	08:30 To 18:00	2		
Gouritsmond	08/12/2017 To 14/01/2018	08:30 To 18:00	2		
Witsand	08/12/2017 To 14/01/2018	08:30 To 18:00	3		
Jongensfontein	08/12/2017 To 14/01/2018	08:30 To 18:00	2		
Stil Bay West	08/12/2017 To 14/01/2018	08:30 To 18:00	2		
Subtotal (VAT Incl)					

Summary of quotation amounts:

Section A – Subsection 1: Guards and security during Dec/Jan

SWIMMING POOL	2017/2018
Takkies kloof	
De Mist	
Heidelberg	

Section A – Subsection 2: Guards and security during Easter weekend

SWIMMING POOL	2017/2018
Takkies kloof	
De Mist	
Heidelberg	

Grand total for Section A:

SWIMMING POOL	2017/2018
Takkies kloof	
De Mist	
Heidelberg	

Section B – Subsection 1: Guards and security during Dec/Jan

Blue Flag Beach	2017/2018
Lappiesbaai	
Preekstoel	
Gouritsmond	
Witsand	
Jongensfontein	
Still Bay West	

