

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
REPAIRS, PAINTWORK AND THE INSTALLATION OF GUTTERS AT ELLENSRUST
RESORT – STILL BAY**

RQ Nr: 57302

31 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 09 NOVEMBER 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 contractor 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 Nicky Laubscher
Tel: 028 713 7848 or any Supply Chain Management related enquiries to Ms Carisha Prins at
Tel: 028 713 7974.

A COMPULSORY CLARIFICATION MEETING WILL BE HELD AT THE FOLLOWING:

PLACE	DATE	TIME
ELLENSRUST RESORT – STILL BAY	THURSDAY 02 NOVEMBER 2017	11:00AM

The stipulated minimum threshold percentages for local production and content for Fasteners is provided below:

<u>Steel construction Material</u>	<u>Components</u>	<u>Local Content Threshold</u>
Fasteners	Bolts, nuts, rivets and nails	100%

- (i) The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on 03 November 2017; and
- (ii) Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.

SABS approved technical specification number SATS 1286:2011 and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates (annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)] are accessible to all potential service providers on the dti's official website <http://www.thedti.gov.za/industrialdevelopment/ip.jsp> at no cost

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 GENERAL TENDER INFORMATION or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)

MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produces or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods Stipulated minimum threshold

<u>Steel construction Material</u>	<u>Components</u>	<u>Local Content Threshold</u>
Fasteners	Bolts, nuts, rivets and nails	100%

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the 03 November 2017.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
 do hereby declare, in my capacity as
 of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

(c)The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

CLOSED QUOTATION:

REPAIRS, PAINTWORK AND INSTALLATION OF GUTTERS ELLENSRUST RESORT STILL BAY

IMPORTANT PRELIMINARY REQUIREMENTS TOGETHER WITH SPECIFICATIONS:

Hessequa Municipality requires the services of a General Building Contractor with experience in installation of fascia boards and PVC gutters and downpipes together with general paint works, to do the following work at ELLENSRUST MUNICIPAL RESORT, as mentioned in the specifications hereunder. **During the site meeting, the buildings and respectively also the work to be done, will be explicitly pointed out.**

All work regarding this closed quotation must start directly and as soon as possible after approval of closed quotation and must be completed on the final date of 01 December 2017. (2017/12/01)

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 contractors 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 R100 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 contractor. In cases where the successful contractor 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 contractor, 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 5 years for workmanship and building material installed and all related sub-contracting works must be supplied in writing by successful contractor directly after completing this work. This guarantees 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 contractor. It is very important that the successful contractor 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 contractor. *The removal of all refuse and scraps must be done continuously by the contractor or at a time as indicated by the Camp Coordinator, before the final payment will be made.*

The successful contractor 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.

The successful contractor will be solely responsible to adhere to and must comply with all regulations, Laws and all other issues regarding Safety and Occupational Health legislative.

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

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

The successful contractor 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 contractor, 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.*

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 contractor will be accepted for payment in the following cases:

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

On the Quote form hereunder, contractors must indicate the total price **for all separate works 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 contractor.

SPECIFICATIONS:

REPAIRS, PAINTWORK AND INSTALLATION OF GUTTERS
ELLENSRUST RESORT STILL BAY

The contractor must **take all the relevant measures him-/herself** directly after the site meeting that is necessary/relevant to complete the work to be done.

A. ONLY AT WASH-UP AREAS BLOCK A AND B

1. Apply sodium hypochlorite solution (household bleach thinned 1 part bleach to 2 parts water) to all outside walls, basin areas and all roofs containing algae and wash down with brush and clear water to ensure that algae is removed.
2. Scrub entire wall area with a Sugar Soap solution to remove dirt, chalked material and any other contaminants where applicable. Rinse/wap spray thoroughly with fresh water and allow drying before applying paint.
3. Repair cracks and/or plaster defects as per 'Crack Repair/Plaster Finishing instructions of Product Manufacturer. All surfaces must be clean, sound and dry before painting.
4. On the roof, reseal all membranes with quality SABS approved membrane together with waterproof roof sealer, colour to be Charcoal grey, at least 2 layers or more until the roof is thoroughly waterproof. This also must be applied to all roof coach screws and any other openings on the roof slabs.
5. After the surfaces of the walls and areas around basins has been completed in the prescribed way, apply minimum 2 layers of Quality SABS approved waterproof, washable and waterproof paint, colour to be "Stone ware", on walls and open wall areas using rollers and brushes. In the same manner, paint all roofs with Charcoal Grey roof paint. If at any stage it is noticed that 2 layers is not adequate, another layer of paint must be painted in order to ensure the desired outcome.
6. Inspect all fascia boards and replace all broken, outdated fascia boards with new fascia boards (approximately 250 x 10 mm) in the place of the former fascia boards. Fasten fascia boards/ wooden beams and on wall with galvanised nail and plugs/screws (minimum 100 x 8mm). Paint new/existing fascia board with white fascia board paint minimum 2 layers and as prescribed by Manufactures instructions. All current re-usable fascia boards must be sanded down to a smooth surface before painting.
7. Inspect all current gutters, brackets, downpipes, stop ends and foot ends and replace all MISSING, rusted, broken and outdated gutters, brackets, downpipes, stop ends and foot ends with new ones. Only galvanized nail and plugs (minimum 100 x 8mm) must be used to fix brackets against the walls/wooden beams and fascia boards. Only white PVC D shape SABS approved gutters, downpipes and gutter/pipe brackets may be installed.

B. RESORT OFFICE BUILDING AND CARE TAKERS HOUSE:

1. Inspect all fascia boards and replace all broken, outdated fascia boards with new fascia boards (Approximately 250 x 10 mm) in the place of the former fascia boards. Fasten fascia boards on wall or wooden beam with galvanised nail and plugs/screws (minimum 100 x 8mm). Paint new/existing fascia board with white fascia board paint minimum 2 layers and as prescribed by Manufactures instructions. All current re-usable fascia boards must be sanded down to a smooth surface before painting.
2. Inspect all current gutters, brackets, downpipes, stop ends and foot ends and replace all MISSING, rusted, broken and outdated gutters, brackets, downpipes, stop ends and foot ends with new ones. Only galvanized nail and plugs (minimum 100 x 8mm) must be used to fix

brackets against the walls and fascia boards. Only white PVC D shape SABS approved gutters, downpipes and gutter/pipe brackets may be installed.

IMPORTANT:

The Contractor must specify the following information IN his quote document FOR each separate section:

<u>REPAIRS, PAINTWORK AND INSTALLATION OF GUTTERS ELLENSRUST RESORT STILL BAY</u>	LABOUR (incl) R	MATERIAL (incl) R	TOTAL COST(INC VAT) R
Block A and B			
Office and House			
<u>Grand Totals</u>			