

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION**

**THE ISSUING OF AN ELECTRICAL CERTIFICATE OF COMPLIANCE FOR
TAKKIESKLOOF HOLIDAY RESORT – RIVERSDALE**

RQ Nr: 58663

19 February 2018

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 26 FEBRUARY 2018
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 is 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 quotationer 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 Albert Kleynhans
Tel: 028 713 8022 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 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

Hessequa Municipality requires the following services to be rendered by a qualified electrician:

A Certificate of Compliance (COC) must be issued that verifies that the electrical installations such as the plugs, lights, DB boards, geysers and wiring in the properties situated at Takkieskloof Holiday Resort, Riversdale which includes 14 Chalets, a Resort Managers house, ablution facilities and an office, comply with the legislated requirements as detailed in the Occupational Health and Safety Act.

The quote must be provided as follow:

Inspection of the electrical network of all the buildings at Takkieskloof Holiday resort, Riversdale and to issue a certificate of compliance i.r.o the electrical network of all the buildings at Takkieskloof Holiday resort R.... Rate per hour per person to repair defects in order to issue the certificate of compliance R ..

The Municipality will reimburse the actual cost of material used to do repairs in order to issue the certificate of compliance plus 10% on the amount reflecting on the invoice.

The contractor must provide the invoice to the Municipality as evidence. At any stage, before the amount of the material required to do the repairs exceed R10 000.00, the contractor must get the written approval of the Manager: Property Management before continuing with the repairs, in which case no amount in excess of R10 000.00 will be paid to the contractor by the Municipality.

The written approval must be obtained from the Manager: Property Management before the contractor's personnel works more than 20 hours, in which case no amount in excess of 20 hours labour in total will be paid to the contractor by the Municipality.

Pricing Schedule:

<u>Description</u>	<u>Price Incl Vat</u>
Inspection of the electrical network of all the buildings at Takkieskloof Holiday resort, Riversdale and to issue an certificate of compliance i.r.o the electrical network of all the buildings at Takkieskloof Holiday resort	R
Rate per hour per person to repair defects in order to issue the certificate of compliance	R
Total Price Incl Vat	R

PLEASE INDICATE COMPLETION PERIOD

DELIVERY REQUIREMENTS:

Takkieskloof Holiday Resort

Truter Street
Riversdale
6670