

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
GROUND WORKS AT JONGENSFONTEIN SEASIDE RESORT - STILL BAY**

RQ Nr: 58863

13 March 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 23 MARCH 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 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 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 Ken van Eck
Tel: 028 713 7851 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:

<u>PLACE</u>	<u>TIME</u>	<u>DATE</u>
JONGENFONTEIN SEASIDE RESORT – STILL BAY	10:00 AM	FRIDAY 16 MARCH 2018

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 ground works: Jongensfontein Seaside Resort

IMPORTANT:

Site numbers in order of priority are:

- 100, 99, 98, 97, 111, 112, 113,

The quote must indicate the total price (VAT INCL) per site. Depending on the available budget amount and the quote accepted, an indication of the total of sites to be levelled will be communicated to the successful contractor.

PRELIMINARY INFORMATION

This project runs over two financial years (2017/2018 and 2018/2019). The work in the 2017/2018 financial year must commence no later than 14 May 2018 and must be completed by no later than 28 June 2018. The work in the 2018/2019 financial year must commence on the 2nd of July 2018 and must be completed before 3 August 2018.

A penalty fee of 10% of the original starting price may be enforced on a daily basis (per day) if the work is not completed at the aforementioned date.

Only Contractors with at least 5 years ongoing experience of ground levelling work/ site levelling and with proven experience of similar works as indicated in the specifications below, will be considered. Preferably 5 but not least than 3 references of completed similar works in the past 5 years must also be supplied.

All building material, building parts, labour, workman tools, safety-accessories, and sub contacting works together with the necessary required certificates, must be arranged and supplied by the successful Contractor at his/her own account.

No more than 30% of the total value of this 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.

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 guarantee will not be applicable on acceptable normal wear and tear of material, unforeseen acts by nature and also cases of vandalism. 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 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/quotation, at his/her own cost. This include sub-contracting work.

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.

The contractor 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 from the successful contractor will be accepted for payment in the following cases:

- After the contractor has completed 50% of the works.
- After the contractor has completed 75% 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.

All building related sand and concrete must be covered by rainproof plastic every day, even when no work is taking place.

The quotation must indicate the total price per caravan site, INCLUSIVE OF VAT. Depending on the available budget amount and the quote accepted, an indication of the total of sites to be done will be communicated to the successful contractor.

SPECIFICATIONS FOR LEVELLING THE GROUND AT CERTAIN CARAVAN SITES

JONGENSFONTEIN:

Caravan sites no's 100, 99, 98, 97, 111,112, and 113

1. Dig with spades, lift and remove existing grass off the caravan site(s) in strips of approximately 50cm x 50cm x ±15cm (roots of grass) and place grass strips in a single line next to each other on the area nearby the sites to be levelled. This area will be shown out during the site meeting and also again directly indicated at the start of this work, by the Camp Coordinator or his delegate. All dug out strips of grass must be watered every day and special care must be taken that the grass roots are not damaged and stay alive and well for the replanting thereof.
2. In order to establish the horizontal level, work from the lowest point from the sides/front towards the back area of the stands and remove all excessive ground. The stands must be levelled in such a manner that there will be a very small margin of the grounds that will decline to the front as to make sure that any rainwater on the stand will move towards the lowest point of flow towards the road.
3. Supply and install natural smooth SABS approved concrete retaining blocks (on each other when level needs to rise) on the border lines and back area of the site, again ensuring the correct horizontal level. Where retaining blocks begin at the front end of the caravan sites, special care must be taken to ensure an opening of at least half of the site's length in order for caravans to be able to enter/exit the relevant site. Fill the inside of all retaining blocks with gravel and cement.
4. Fill up the inside area of the site between the retaining blocks with good agricultural gravel (ground), compact and level the inside area and (again) make sure the horizontal level is correct and that there is enough room for caravans to enter/exit the site. Concur daily with the Camp Coordinator or his delegate regarding the correct levelling and determining of open area on the site(s).
5. Fit and neatly replace (relay) the grass strips back into place on the site. If grass is not suitable for re-planting, or there are openings, roll on grass of similar type grass that were on the site must be supplied by the Contractor. The grass must be rolled/compacted firmly to/on the ground ensuring an even layer of grass, also use ground on the grass for extra compacting.
6. Round of grass with good agricultural ground and fertilizer to enhance the regrow and stabilizing of the grass.
7. Remove all unneeded grass, ground, and any other lumber.

The quotation must include the total price **per caravan site, INCLUSIVE OF VAT**, on the basis as the example given hereunder. Depending on the available budget amount and the quote accepted, an indication of the total of sites to be done will be communicated to the successful contractor.

Pricing Schedule:

<u>STAND NR</u>	<u>LABOUR</u>	<u>MATERIAL</u>	<u>TOTAL COST (INCL VAT)</u>
Jft 100			
Jft 99			
Jft 98			
Jft 97			
<i>TOTAL COSTS</i>			