

Hessequa Municipality



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

**THE SUPPLY, DELIVERY AND INSTALLATION OF CURTAINS AT PREEKSTOEL
AND JONGENSFONTEIN RESORT – STILL BAY**

RQ Nr: 59004

22 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 29 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 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 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 Nickey Laubscher
Tel: 028 713 7848/nickey@hessequa.gov.za or any Supply Chain Management related enquiries to Ms Carisha Prins at Tel: 028 713 7974.

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

<u>Number</u>	<u>Description</u>	<u>% Local Content</u>
1.	Curtains	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 23 March 2018; 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/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/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 SCM INFO AND REPORTS 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>Number</u>	<u>Description</u>	<u>% Local Content</u>
1.	Curtains	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 23 March 2018.

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)

Curtains

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/industrial-development/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	
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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 (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Specifications for the supply, delivery and installation of curtains at Preekstoel and Jongensfontein resorts – Still Bay

Hessequa Municipality requires the following services at the chalets in Jongensfontein and Preekstoel Resorts:

1. The installation and supply of high quality curtains (charcoal colour) 100% washable and 100% block out polyester material with a solid non-see through back lining, and heavy duty aluminium slide panel curtain rails, with hanging hooks.
2. Before work may commence, all current blinds, rails and curtains must be removed by the successful service provider and handed over to the Clerk at the respective Resorts.
3. Although an indication of the length and width of the window panes are given hereunder as a basic guideline, the successful service provider must make, take, and verify the final measurements of each window pane at the respective Resorts him/herself as the successful service provider will solely be responsible for ensuring the correct length and width of the curtains to cover the size of all windows and also for placing and installing the rails.
4. Curtains must overlap the side and top edges of the windows by at least 150mm. At the bottom, the curtains must overlap the window pane by at least 200mm.
5. Material used for the curtains must be ample enough to compensate for a ripple effect when closed.
6. The top end of the curtains must be finished off with curtain hook edging for placing the hooks on the curtains. All curtains must be edged by double stitching.
7. All work must start as soon as closed quotation is approved, and must **BE FINISHED NO LATER THAN 17 JUNE 2018.**
8. A penalty fee of 10% of the original starting price may be enforced on a daily basis if the work is not completed by the aforementioned date.
9. **Only Contractors with at least 5 years' experience** of similar works as indicated in the specifications below, will be considered. **Preferable 5 but at least 3 different references of completed similar works in the past 5 years must also be supplied.**
10. *No more than 30% of the total value of this tender may be sub-contracted by the successful service provider. In cases where the successful service provider 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*

service provider, however, will be personally held responsible and accountable for all works including sub contracting works, as specified and related to this tender.

11. A Minimum guarantee **of 2 years** for workmanship and related material installed and all related sub-contracting works must be supplied in writing by successful service provider 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 service provider 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.
12. All material, parts, labour, workman tools, safety-accessories, and sub-contracting related parts and works must be arranged and supplied by the successful service provider at his/her own account.
13. The successful service provider will be responsible for **any damages and unforeseen expenses whatsoever.**
14. The successful service provider will also be responsible for cleaning the work area on a daily basis throughout the contract and specifically after the works are completed.
15. **No payment whatsoever will be made by the Municipality IN ADVANCE. Only one (1) invoice from the successful service provider will be accepted for payment after the work is completely finished.**
16. Payment and signing off of the invoice 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 service provider 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.
17. IMPORTANT: The quotation must indicate the total price (Vat Incl) **per chalet**, as per example at the end of this specs. **Depending on the available budget amount and the quote accepted, an indication of the total of chalets to be done will be communicated to the successful service provider.**

**A. JONGENSFONTEIN RESORT
BASIC GUIDELINE OF WINDOW PANE WIDTH AND LENTH 16 Chalets**

<u>Window measurements at each chalet</u>	<u>Measurements in mm</u>	<u>Total of windows</u>	<u>Remarks:</u>
Lounge area x 1	1980 x 1600	1	Ensure enough curtain and rail material for overlapping
Lounge area x 1	1460 x 1600	1	Ensure enough curtain and rail material for overlapping
Kitchen x 1	1400 x 980	1	Ensure enough curtain and rail material for overlapping
Door x 1	700 x 1880	1	Ensure enough curtain and rail material for overlapping
Window next to door x 1	1400 x 1500	1	Ensure enough curtain and rail material for overlapping
Bathroom x 1	1300 x 980	1	Ensure enough curtain and rail material for overlapping
Room x 1	1980 x 1600	1	Ensure enough curtain and rail material for overlapping
Room x 1	1460 x 1600	1	Ensure enough curtain and rail material for overlapping
Total:		8	(x 16 chalets)

**B. PREEKSTOEL RESORT
BASIC GUIDELINE OF WINDOW PANE WIDTH AND LENTH
2 SEPARATE UNITS AT EACH OF THE 2 CHALETS (C1 AND C2)**

<u>Window measurements at both units separate for chalet C1 AND C2</u>	<u>Measurements in mm</u>	<u>Total of windows</u>	<u>Remarks:</u>
Sleep area x 1	785 x 1590	1	Ensure enough curtain and rail material for overlapping
Top/ Sleep area x 4	785 x 790	4	Ensure enough curtain and rail material for overlapping
Kitchen x 1	785 x 1200	1	Ensure enough curtain and rail material for overlapping
At Doors x 2	775 x 980	2	Ensure enough curtain and rail material for overlapping
Room sea side x 1	785 x 1590	1	Ensure enough curtain and rail material for overlapping
Total:		9	(At each 2 units X 2 CHALETS).

PRICING SCHEDULE

THE FOLLOWING EXAMPLE/INDICATION MUST BE INCLUDED IN THE QUOTE:

JONGENSFONTEIN

<u>Chalet nr</u>	<u>LABOUR (Vat Incl)</u> <u>R</u>	<u>MATERIAL (Vat Incl)</u> <u>R</u>	<u>TOTAL COST(INC VAT)</u> <u>R</u>
Jft Chalet nr 1			
Jft Chalet nr 2			
Jft Chalet nr 3			
Jft Chalet nr 4			
Jft Chalet nr 5			
Jft Chalet nr 6			
Jft Chalet nr 7			
Jft Chalet nr 8			
Jft Chalet nr 9			
Jft Chalet nr 10			
Jft Chalet nr 11			
Jft Chalet nr 12			
Jft Chalet nr 13			
Jft Chalet nr 14			
Jft Chalet nr 15			
Jft Chalet nr 16			
<u>Total</u>			

PREEKSTOEL

<u>Chalet nr</u>	<u>LABOUR (Vat Incl)</u> <u>R</u>	<u>MATERIAL (Vat Incl)</u> <u>R</u>	<u>TOTAL COST(INC VAT)</u> <u>R</u>
Preekstoel C1			
Preekstoel C2			
<u>Total</u>			

PLEASE INDICATE THE COMPLETION PERIOD

PLEASE INDICATE COMPLETION PERIOD

Delivery requirements:

Preekstoel and Jongensfontein resorts