

Hessequa Municipality



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

**PROVISION AND INSTALLATION OF TILES ON THE CURRENT THATCH ROOF AT
JONGENFONTEIN CARAVAN PARK – STILL BAY**

RQ Nr: 59417

03 May 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 15 MAY 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.

It is estimated that prospective suppliers should have a CIDB contractor grading of 1GB higher

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>DATE</u>	<u>TIME</u>
JONGENSFONTEIN CARAVAN PARK – STILL BAY	TUESDAY 08 MAY 2018	11:00 AM

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.)

PROVISION AND INSTALLATION OF TILES ON THE CURRENT THATCH ROOF AT JONGENSFONTEIN RESORT

IMPORTANT PRELIMINARY REQUIREMENTS TOGETHER WITH SPECIFICATIONS:

Hessequa Municipality requires the services of a Contractor to do the following work at the Jongensfontein Resort. During the site meeting, the building at the relevant resort and respectively also the work to be done, will be explicitly pointed out.

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 Contractors with at least 5 years' relevant experience of similar works as indicated in the specifications below, will be considered. Preferable 6 but at least 4 different references of completed similar works in the past 5 years within the scope and Rand value of this closed quotation 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 Management or his delegate for review and final consent. The successful contractor, however, will be personally held responsible and accountable for all works including sub contracting works, as specified and related to this closed quotation.

A Minimum guarantee of 20 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 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.

All building material, building parts, labour, workman tools, safety-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.

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 and delivered to an area as indicated by 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 2 invoices per financial year 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 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.

Specifications to re-roof an existing thatch roof with tile roof

The current thatch roof of the Resort Managers house must be re-roofed with a tile roof:

Specifications	Comply Yes/NO	Page to reference
A Sisalation membrane must be fixed to the top of the existing thatch roof.		
A counter batten of 50 mm x 38 mm must be fixed on top of the Sisalation membrane onto the main roof construction.		
Tile battens 38 mm x 38 mm to be fixed horizontally onto the vertical counter battens.		
Roof tiles to be fixed onto the horizontal tile battens.		
Roof construction to be finished off with a roof ridge.		

The specifications of the tiles must be as follows:

Specifications	Comply Yes/NO	Page to reference
Length – 1675 mm		
Cover area – 1625 mm		
Width – 395 mm		
Cover area – 350 mm		
Mass per tile – 3.9 kg		
Mass per square meter – 6.9 kg		
Number of tiles per square meter – 1.76		

An engineer must inspect the current construction of the roof and sign off the building permit to confirm that the tile roof meets the requirements of the National Building Regulations.

Pricing Schedule:

LABOUR	Vat	MATERIAL	Vat	TOTAL VAT Included
R	R	R	R	R