

Hessequa Municipality



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

**APPOINTMENT OF A PLUMBER REGISTERED WITH THE PLUMBING INDUSTRY
REGULATORY BOARD FOR A PERIOD OF 11 MONTHS FROM 1 JUNE 2018 – 30
APRIL 2019**

RQ Nr: 59605

15 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 C 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 22 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 bidder 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 1SO OR 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 Albert Kleynhans Tel: 028 713 8022/email: albert@hessequa.gov.za or any Supply Chain Management related enquiries to Ms C 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 INFORMATION AND REPORTS' or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)

Appointment of a plumber registered with the plumbing industry regulatory board for a period of 11 months from 1 June 2018 – 30 April 2019:

Hessequa Municipality intends to appoint a registered plumber for a period of 11 months from 1 June 2018 to 30 April 2019 to render plumbing related services at the various Municipal buildings situated in Gouritsmond, Albertinia, Riversdale, Heidelberg, Witsand, Slangrivier, Stilbaai, Melkhoutfontein and Jongensfontein.

The successful contractors will be remunerated after the completion of every project as follows:

1. Per Hour (The rate per hour as quoted in this quotation multiplied by the total hours spend on the completion of a project)
2. Actual cost price of material used to complete the project plus 15%
3. The kilometre tariff of R1.50 per kilometre travelled.

With reference to point one above:

The actual hours spend on this project must reflect on the invoice of the successful contractors.

The rate per hour may be apportioned proportionately if the time spend are not a full hour.

Travelling time may not be charged.

With reference to point two above:

The actual invoice as proof of materials used on this project must be submitted together with the invoice of the successful contractors after the completion of the project. The actual cost price plus 15% must reflect on the invoice of the successful contractors.

With reference to point three above:

No kilometre tariff may be charged for travelling if work is done in the town of primary residence of the successful contractors.

The following distances shall be used to determine the amount payable for travel purposes:

Riversdale – Heidelberg: 33km's

Heidelberg – Witsand: 42 km's

Heidelberg – Slangrivier: 9 km's

Riversdale – Stilbaai: 43km's

Stilbaai – Jongensfontein: 9km's

Riversdale- Albertinia: 37km's

Albertinia – Gouritsmond: 38km's

General conditions:

1. A Municipal Official must in writing give instruction to the successful contractors to perform plumbing related work with a description of the specific works in writing.
2. The successful contractors must, before the commencement of the work confirm to the Municipal official in writing on the template provided what the estimated hours will be to complete this project and after an agreement has been reached, the work may commence.
3. The successful contractors must, before purchasing the material necessary to complete the project, inform the Municipal official in writing on the template provided what the estimated cost will be and after an agreement has been reached regarding the cost of the material, the material may be ordered/purchased.
4. If at any stage during the project, the successful contractors realises that the estimated cost of the material or the estimated hours will exceed 15% of the previously agreed cost of material or hours, the Municipal official must be informed in writing and the new terms (hours and cost of material if applicable) must be agreed upon.
5. After the completion of the project the successful contractors must submit an invoice containing the following relevant information regarding the work performed: an description of the work and place of work, the hours spend on this project and rate per hour, the invoice indicating the actual cost of materials plus 15% and the km's travelled multiplied with R1.50 per km.
6. No payment in advance will be made for work performed and for materials purchased.
7. The successful contractors is responsible to ensure that the necessary safety clothing and safety precautions are taken for himself and/or for his/her personnel while performing plumbing related works.
8. All tools and equipment necessary to perform plumbing related works must be provided by the successful contractors.
9. The successful contractors must before the commencement of the project indicate in writing how many labourers is required to assist him with the project by completing it on the template provided.
10. Should the successful contractors at any time after the award of the closed quotation not be a registered member of the PIRB he/she must inform the Municipality in writing immediately after his/her membership is terminated/cancelled where after this closed quotation will be cancelled
11. The successful contractors must start with the work as described by the Municipal official within 7 days after receiving the written instruction, but in cases of emergency the successful

contractors must attend to the problem within 48 hours after receiving such instruction in writing from the Municipal official.

12. Should the successful contractors be unable to deliver plumbing services within the above timeframes the Municipality may appoint another service provider to complete the specific project.

The Contractors must complete the following pricing schedule:

Tariff **per hour** for a PIRB registered plumber:

Weekday (Monday to Friday 06:00 – 18:00)	R
Weekend (Friday 18:01 – Monday 05:59)	R
Public holidays	R

Tariff **per hour** per labourer assisting the Plumber if necessary:

Weekday (Monday to Friday 06:00 – 18:00)	R
Weekend (Friday 18:01 – Monday 05:59)	R
public holidays	R

The amount to issue a certificate of compliance:

Per Certificate	R
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The contractors must provide his PIRB registration number:

The contractors must provide at least 5 written references with the submitting of his/her quotation which includes at least the following information:

1. **The name and contact details of the reference.**
2. **A description of the work done and the month and year in which the work was completed.**
3. **Was the reference satisfied with the quality of the work.**

The quotation will be evaluated based on the following criteria:

Total plumbing hours during the weekday	400 hours
Total labourer hours during the weekday	200 hours
Total plumbing hours during the weekend	50 hours
Total labourer hours during the weekend	30 hours

The actual hours may however differ from the above scenario.

REQUEST FOR PLUMBING WORK:

Date:	
Municipal official (name):	
Area / Town:	

Description of works:

Initially agreed upon hours to complete the project: _____ Hours

Is a labourer required to assist? YES / NO

If yes, what is the number of labourers? _____

Actual date and time of commencement of work:			
Date	Start time	End time	Total hours

Total actual hours for the plumber: _____ Hours

Total actual hours for the labourer/s: _____ Hours

Total actual cost of material: R _____

Does the actual cost of material or actual hours exceed the planned cost of material or planned hours by more than 15%? YES / NO

If YES, was the variance communicated to the Municipal official in advance? YES / NO

Total km's (one way) travelled by the plumber (tick the correct box)

Riversdale – Heidelberg (33km)	<input type="checkbox"/>	Stilbaai – Jongensfontein (9km)	<input type="checkbox"/>
Heidelberg – Witsand (42km)	<input type="checkbox"/>	Riversdale – Albertinia (37km)	<input type="checkbox"/>
Riversdale – Stilbaai (43km)	<input type="checkbox"/>	Albertinia – Gouritsmond (38km)	<input type="checkbox"/>
Heidelberg - Slangrivier (9km)	<input type="checkbox"/>	Albertinia - Stilbaai (40km)	<input type="checkbox"/>

Number of days the route was travelled: _____

Total Km's travelled for the project: _____

MUNICIPAL OFFICIAL

PLUMBER

DATE: _____

DATE: _____

FINAL CALCULATION OF INVOICE AMOUNT:

	RATE PER HOUR/KM	TOTAL HOURS/KM'S/MATERIAL COSTS – ACTUAL + 15%	TOTAL AMOUNT
PLUMBER	R		R
LABOURER	R		R
TRAVEL	R1.50		R
MATERIAL (ACTUAL)		R	R
TOTAL			

This document must be submitted together with the invoice to the creditors department.