

Hessequa Municipality



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

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

RQ Nr: 60041

26 June 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 03 JULY 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.

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.)

**SUPPLY, DELIVERY AND INSTALLATION OF CURTAINS WITH RAILS:
JONGENSFONTEIN, ELLENSRUST AND PREEKSTOEL RESORTS**

Specifications

Hessequa Municipality requires the following services at the chalets in Ellensrust, 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 correct placing and installing of 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. Only where indicated at the wooden doors, the curtain will not overlap and is the measurement the precise area to be covered at the back of the wooden door.
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 tender is approved, and must **be finished no later than 28 September 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 Inc) **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
ONLY THE INSIDE/ WINDOW PANE MEASUREMENTS
NB: Length indicated first then width

Chalets 3, 4 and 5 (Total of 3 Chalets)

<u>Window measurements at each chalet.</u>	Measurements in mm MEASUREMENT <u>Length x width</u>	Total of windows Per chalet	Remarks:
Lounge area (1)	1255 x 1670	1	Ensure enough curtain and rail material for overlapping
Lounge area (2)	1260 x 1120	1	Ensure enough curtain and rail material for overlapping
Kitchen x 1	900 x 1120	1	Ensure enough curtain and rail material for overlapping
Door x 1	1725 x 600	1	No overlapping. Curtain fixed behind wooden door with stretch cord at top and bottom.
Window next to door with wooden frame	1315 x 1340	1	Ensure enough curtain for overlapping at the base but not the sides. No rail overlapping, precise measurements.
Bathroom	900 x 1125	1	Ensure enough curtain and rail material for overlapping
Room (Window nr 1)	1250 x 1670	1	Ensure enough curtain and rail material for overlapping
Room (Window nr 2)	1260 x 1120	1	Ensure enough curtain and rail material for overlapping
	Total:	8	(Per chalet)

B. PREEKSTOEL RESORT
ONLY THE INSIDE/ WINDOW PANE MEASUREMENTS
NB: Lenth indicated first then width

1. CHALET C6

<u>Window measurements at chalet.</u>	Measurements in mm MEASUREMENT <u>Length x width</u>	Total of windows Per chalet	Remarks:
Lounge	1600 x 1200	2	Ensure enough curtain and rail material for overlapping
Kitchen	900 x 1200	1	Ensure enough curtain and rail material for overlapping
Ground room	600 x 1500	1	Ensure enough curtain and rail material for overlapping
Loft window 1	600 x 1200	1	Ensure enough curtain and rail material for overlapping
Loft window 2	1200 x 600	1	Ensure enough curtain and rail material for overlapping
Loft sliding doors	2050 x 1450	1	Ensure enough curtain and rail material for overlapping at the top and sides, no curtain overlapping at base (bottom).
Top window across stairs.	1200 x 1200	1	Ensure enough curtain and rail material for overlapping
Bathroom	570 x 560	1	Ensure enough curtain and rail material for overlapping
	Total:	9	(At Chalet C6)

2. CHALET C5

<u>Window measurements at chalet.</u>	Measurements in mm MEASUREMENT <u>Length x width</u>	Total of windows Per chalet	Remarks:
Lounge	1200 x 600	2	Ensure enough curtain and rail material for overlapping
Kitchen	900 x 1200	1	Ensure enough curtain and rail material for overlapping
Loft sliding doors	2050 x 1450	1	Ensure enough curtain and rail material for overlapping at the top and sides, no curtain overlapping at base (bottom).
Bathroom	570 x 560	1	Ensure enough curtain and rail material for overlapping
	Total :	5	(At Chalet C5)

3. CHALETS B1 AND B2 (Total of 2 Chalets)

<u>Window measurements at both chalets.</u>	Measurements in mm MEASUREMENT <u>Length x width</u>	Total of windows Per chalet	Remarks:
Kitchen/Lounge	800 x 800	2	Ensure enough curtain and rail material for overlapping
Kitchen door to outside balcony	900 x 700	1	No overlapping. Curtain fixed behind wooden door with stretch cord at top and bottom.
Top windows	800 x 800	2	Ensure enough curtain and rail material for overlapping
	Total :	5	(Per chalet)

4. Youth Hostel rooms 1 to 4 (Total of 4 rooms)

<u>Window measurements inside each room</u>	Measurements in mm MEASUREMENT <u>Length x width</u>	Total of windows Per chalet	Remarks:
Room window	800 x 800	1	Ensure enough curtain and rail material for overlapping
Top windows	1450 x 800	2	Ensure enough curtain and rail material for overlapping
	Total :	3	(Per room)

5. Youth Hostel rooms 5 and 6 (Total of 2 rooms)

<u>Window measurements inside each room</u>	Measurements in mm MEASUREMENT <u>Length x width</u>	Total of windows Per room	Remarks:
Room window (nr 1)	800 x 800	1	Ensure enough curtain and rail material for overlapping
Room window (nr 2)	800 x 1600	1	Ensure enough curtain and rail material for overlapping
	Total :	2	(Per room)

6. Youth Hostel Kitchen between rooms 5 and 6

<u>Window measurements inside kitchen</u>	Measurements in mm MEASUREMENT <u>Length x width</u>	Total of windows Per kitchen	Remarks:
Kitchen window	800 x 800	1	Ensure enough curtain and rail material for overlapping
	Total :	1	(Only Kitchen)

C. ELLENSRUST RESORT

ONLY THE INSIDE/ WINDOW PANE MEASUREMENTS

NB: Lenth indicated first then width

1. CHALETS NR 9 AND 10 (Total of 2 Chalets)

<u>Window measurements at each chalet.</u>	Measurements in mm MEASUREMENT <u>Length x width</u>	Total of windows Per chalet	Remarks:
Lounge	1250 x 2660	1	Ensure enough curtain and rail material for overlapping. There is a wooden frame on the window pane that is facing 5cm inwards from the wall, to take into account.
Kitchen	900 x 1700	1	Ensure enough curtain and rail material for overlapping
Room nr 1	1250 x 1700	1	Ensure enough curtain and rail material for overlapping. There is a wooden frame on the window pane that is facing 5cm inwards from the wall, to take into account.
Room nr 2	1250 x 1700	1	Ensure enough curtain and rail material for overlapping. There is a wooden frame on the window pane that is facing 5cm inwards from the wall, to take into account.
Bathroom	650 x 1170	1	Ensure enough curtain and rail material for overlapping
Toilet	650 x 600	1	Ensure enough curtain and rail material for overlapping
	Total :	6	(Per Chalet)

2. CHALETS NR 14 AND 15 (Total of 2 Chalets)

<u>Window measurements at each chalet.</u>	<u>Measurements in mm MEASUREMENT Length x width</u>	Total of windows Per chalet	Remarks:
Lounge	1250 x 2660	1	Ensure enough curtain and rail material for overlapping. There is a wooden frame on the window pane that is facing 5cm inwards from the wall, to take into account.
Kitchen	900 x 1700	1	Ensure enough curtain and rail material for overlapping
Room nr 1	1250 x 1700	1	Ensure enough curtain and rail material for overlapping. There is a wooden frame on the window pane that is facing 5cm inwards from the wall, to take into account.
Bathroom	600 x 1700	1	Ensure enough curtain and rail material for overlapping
	Total :	4	(Per Chalet)

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

JONGENSFONTEIN

<u>Chalet nr</u>	LABOUR (Vat Incl) R	MATERIAL (Vat Incl) R	TOTAL COST(INC VAT) R
Jft Chalet nr 3			
Jft Chalet nr 4			
Jft Chalet nr 5			
<u>Total</u>			

PREEKSTOEL

<u>Chalet nr</u>	LABOUR (Vat Incl) R	MATERIAL (Vat Incl) R	TOTAL COST(INC VAT) R
Prkst C6			
Prkst C5			
Prkst B1			
Prkst B2			
Prkst Youth hostel 1			
Prkst Youth hostel 2			
Prkst Youth hostel 3			
Prkst Youth hostel 4			
Prkst Youth hostel 5			
Prkst Youth hostel 6			
Youth hostel top Kitchen			
<u>Total</u>			

ELLENSRUST

<i>Chalet nr</i>	LABOUR (Vat Incl) R	MATERIAL (Vat Incl) R	TOTAL COST(INC VAT) R
Chalet nr 9			
Chalet nr 10			
Chalet nr 14			
Chalet nr 15			
<i>Total</i>			