

**Hessequa Municipality**



**MUNICIPAL SUPPLY CHAIN MANAGEMENT  
INVITATION TO SUBMIT CLOSED QUOTATION  
TILLING OF CHALETS FLOORS AT ELLENSRUST RESORT – STILL BAY**

**RQ Nr: 60039**

**03 July 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](mailto: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 12 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](http://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 Nikey Laubscher  
Tel: 028 713 7848 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>
ELLENSRUST RESORT – STILL BAY	12:00 PM	THURSDAY 05 JULY 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](http://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.)**

## **TILING OF CHALET FLOORS ELLENSRUST CHALET NR'S 10 AND 6**

Hessequa Municipality requires the services of a contractor to do the following tiling work at above mentioned chalets in Ellensrust. During the site meeting, the chalets and respectively also the work to be done, will be explicitly pointed out. The work must be completed as soon as possible from 1 July 2018, after approval is given to the successful bidder, and must be completed on/before **15 August 2018**.

### **SPECIFICATIONS:**

1. Remove all previous tiles/novilon/paint/cement/skirting's etc. on the floor area to be tiled inside the chalets.
2. Correct preparation, chipping and priming of all tile surfaces to be tiled. All tiles must be bonded to the floor with a quality fast drying super-bond adhesive. It is very important that all instructions from the Supplier of the material must be precisely adhered to. **Also tile the entrance port and steps of chalet nr 10.**
3. Neatly and without damaging the wood, remove all wooden skirting's and hand over to Camp Coordinator.
4. Fix tiles on floors and use specified 5mm spacers between the tiles. Tile to be 40 x 40 cm of A grade quality and colour to be white/cream earth. Do the grouting with Dove Grey Waterproof grout. ***Before any tilework is done, a sample of the tile must be presented to the Camp Coordinator or his delegate for approval.***
5. Saw and plain wooden doors to fit in above the laid tiles.
6. Place new cover strip at door frame, where applicable.
7. A tile-skirting must be applied on the wall/area above the new tiles in strips of 10 cm.
8. Round off skirting's with white round strip and use the round strip on tiles with open edges.
9. It is very important that all instructions from the Supplier of the all material must be precisely adhered to.
10. All material that is replaced and /removed, stay the property of the Resort and must be reported and delivered to the Camps Coordinator on completion. All lumber as indicated by the Camps Coordinator will be removed by the Contractor on his/her own cost and on/before the specific time as indicated by the Camps Coordinator.

**General conditions applicable for this work:**

1. The quote must indicate the total price (VAT INCL). 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 bidder.
2. All work must be completed before or on the date indicated in the above-mentioned specs. 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.
3. The Successful Contractor is solely responsible to provide all material, building parts, labour, workman tools, equipment, and safety-accessories to do and complete the works.
4. All current and previous material that were removed during this works, will still remain the property of the Municipality and may not be removed from the site, except where it is ordered so by the Camps Coordinator or his delegate.
5. The Successful Contractor is solely responsible at his/her own account to ensure that he/she and his/her personnel complies with the relevant health and safety act's and requirements, and will also ensure the obtaining and handing over of all necessary required certificates including that of all sub-contracting works to the Municipality directly after completion of all work.
6. The Contractor must **take all the relevant measures him-/herself** that is necessary/ relevant to do and complete the work.
7. A payment will be made when 50% of the work has been completed and the second and final payment will be made after the work has been 100% completed to the satisfaction of the Municipality. No other payments will be made.
8. The site must be neatly and thoroughly cleaned after every day's work.
9. The work area must be cordoned off with danger tape, and notices or safety boards must be placed at the site to warn, and ensure the safety of the public.
10. The quality of all work and material must be of a high standard and a written guarantee of 10 years for workmanship and relevant material must be given by the Contractor to the Municipality, together with the final invoice.
11. The Contractor must submit the names and numbers of at least 3 references from clients with a description of similar works that were performed and completed in the previous 5 years. This information must be indicated in/on the quote for this work.
12. No more than 30% of the total value of this tender may be sub-contracted by the successful Contractor. In cases where sub-contractors are appointed, full information of the sub-contractors together with at least 3 different references for each sub-contractor with a description of similar works that were performed and completed in the previous 5 years must be supplied. This information must also be included and indicated in/on the quote for this work.
13. The Contractor will provide own storage/cover for all material and equipment.

14. Any damages whatsoever (including unforeseen damages) will be for the account of the Contractor.

**PRICING SCHEDULE TO BE INCLUDED IN QUOTE:**

<b>DESCRIPTION CHALET</b>	<b>LABOUR (INCL VAT) R</b>	<b>MATERIAL (INCL VAT) R</b>	<b>TOTAL COST (INCL VAT) R</b>
CHALET 10			
CHALET 6			
		<b>TOTAL</b>	