

Hessequa Municipality



MUNICIPAL SUPPLY CHAIN MANAGEMENT INVITATION TO SUBMIT CLOSED QUOTATION THE SUPPLY AND DELIVERY OF STOVES, MICROWAVES AND FRIDGES TO HESSEQUA MUNICIPALITY

RQ Nr: 60224

12 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
- 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 19 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 Franklin Saayman
Tel: 028 7948 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.)

Specifications

<u>No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Town</u>	<u>Specifications</u>	<u>Delivery Address</u>
1.	Stove	1	Heidelberg Town Hall	831 Electric multi-function stove <ul style="list-style-type: none"> • B Energy • 4 Solid plates • 2 High-speed plates • Multifunction oven Defrost Thermofan bake Fan assisted static bake Static bake Static grill Turbo grill • Rear control panel • Easy clean enamel oven interior • 116 Litre oven capacity • Automatic digital oven control • Temperature range 70°C to 230°C • Removable air-cooled oven door • Pull down double-glass door • 2 chrome-plated oven shelves and bake trays • Roasting pan and rack • Warmer drawer 	Hessequa Municipality 3 Niekerk Street Heidelberg 6665
2.	Microwave	1	Kwanokuthula Hall	32L Electronic microwave oven (white)	Hessequa Municipality Civic Centre Van den Berg Street Riversdale 6670
3.	Fridges	2	Hessequa Halls	359L Bottom freezer fridge metallic dimension: H (180CM) W(55.4CM) D(56.6CM) reversible doors	Hessequa Municipality Civic Centre Van den Berg Street

					Riversdale 6670
4.	Urn	1	Gouritsmond Hall	20L Urn	Gouritsmond Community Hall 3 Voortrekker Steet Gouritsmond 6696
5.	Fridge	1	Stilbaai Municipal office	300L Chest freezer white <ul style="list-style-type: none"> • Multimode: can be used as a fridge, chiller, or freezer • Net capacity 254ltr • A energy rating • Dimensions h(91.5cm) w(101.5cm) d(74.2cm) Chill in technology - cooling retention up to 6hrs	Still Bay Municipal Office Main Street Still Bay West 6674
6.	Stove	1	Duiwenhoks Hall Heidelberg	831 Electric multi-function stove <ul style="list-style-type: none"> • B Energy • 4 Solid plates • 2 High-speed plates • Multifunction oven Defrost Thermofan bake Fan assisted static bake Static bake Static grill Turbo grill • Rear control panel • Easy clean enamel oven interior • 116 Litre oven capacity • Automatic digital oven control • Temperature range 70°C to 230°C • Removable air-cooled oven door • Pull down double-glass door • 2 chrome-plated oven shelves and bake trays • Roasting pan and rack 	Duivenhoks Community Hall Geldenhuys Weg Heidelberg 6665

				• Warmer drawer	
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Pricing Schedule:

<u>No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit price (Incl Vat)</u>	<u>Total Price (VAT included)</u>
1.	Stove - Heidelberg Town Hall	1		
2.	Microwaves - Kwanokuthula Hall	1		
3.	Fridges – Hessequa Halls	2		
4.	Urn – Gouritsmond Hall	1		
5.	Fridge – Still Bay Municipal Office	1		
6.	Stove – Duivenhoks Hall	1		
7.	Delivery Fees			
Total Price Incl Vat				R

PLEASE INDICATE THE DELIVERY PERIOD