

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
NEW CUPBOARDS AND SINKS AT ELLENSRUST RESORT – STILL BAY**

RQ Nr: 60043

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
- 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 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 Nickey 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	12:30 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 under the tab SCM INFO AND REPORTS or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)

NEW CUPBOARDS AND SINKS ELLENSRUST CHALETS 9, 11 AND 12

Hessequa Municipality requires the services of a contractor to do the following work at Ellensrust Resort. 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 **28 September 2018**.

SPECIFICATIONS:

A. CHALET NR 9

1. Remove all existing cupboards, sinks, broken tiles, drawers and also taps completely.
2. In the place of the existing cupboard and sink, build in new double stainless steel rust prepared SABS approved sink on new top surface of new melamine cupboard, with 1 melamine shelf in the middle of the cupboard, together with 3 closing melamine doors and matching oak door handles. All ground cupboards must be neatly fixed on a floor foot end consisting of solid pre-prepared and varnished pine wood construction of 10cm height from floor x 2.5 cm thick.
3. The cupboard(s), shelves, drawers and doors must be cream melamine wood of 16 mm thick. The inside area of the cupboard must be of 16mm melamine and back side must be of white hardboard 4mm thick. All cupboards must be solidly fastened against the wall and on floor. All handles on drawers and doors to be matching oak handles. All gaps where screws were fitted must be neatly filled and rounded off with cream coloured wood filler.
4. Height of cupboards together and including top surface and foot construction must be 900 mm. Top surface must be reinforced waterproof Post Form 32 mm thick, 60 cm wide and must also cover the whole top area of new cupboard. Length of the solid top is calculated at 2 metres of which the sink must be neatly spaced in accordance with the water inlets/new taps. Colour of top must be oak.
5. On the wall next to the new top, sink and cupboards, supply and install a similar new melamine cupboard with the same top as the sink, height to be 900 cm, length to be 1050 mm and width to be 60 cm together with 2 swinging outward doors and 4 drawers on the left side. One melamine 16 mm shelf must be installed in the middle of the cupboard.
6. Next to the cupboard mentioned in paragraph 5, supply and install a broom cupboard of 1900 mm in height and 600 mm 400 mm width with one closing door and a shelf to hold brooms. Same melamine as other cupboards. This cupboard must also be fixed to the wall directly next to the cupboard and with the same foot ends as the other cupboards. It must be installed firmly against the cupboard and top with no gaps.
7. The whole top area and wall tiles must be sealed off with white silicon. All inside melamine wood must be rounded off with matching cream PVC edging. All doors and drawers of cupboards must be sealed off at the edges with 2mm Impact edging, colour

to be oak.

8. Supply and install a new SABS approved chrome coated mixer tap for hot and cold water in the middle of the sink so that the outlet drops water comfortably into each of the two sink bowls. Also supply and install all sink drain pipes, traps and also all tap parts and connections that will be needed to secure successful water and drain flow.
9. The area around the sink on the top surface must be neatly rounded off and sealed with clear silicon waterproof sealer. The edges between wall/tiles and top surface must however be neatly rounded off and sealed with white silicon waterproof sealer.
10. On the opposite wall of the broom cupboard and above the stove, supply and install a similar melamine cupboard on the same measurements as the previous cupboard, with four doors and with one melamine 16 mm shelf in the middle of the cupboard, with matching oak door handles on doors.
11. After cupboards is completed, all broken, chipped and unusable 150mm white tiles must be replaced by similar white SABS approved class A tiles and white grout to be used. Use the correct tile cement and tile bonding liquid to fasten all tiles.
12. The chalet must be thoroughly cleaned during and after the work is done.
13. In the event that there occur any breakages, shortages or any damage whatsoever, the Contractor will be responsible for the loss and it must be immediately replaced by the Contractor at his/her own account.

B. CHALETS 11 AND 12

1. Remove all existing cupboards, sinks, broken tiles, drawers and also taps completely.
2. In the place of the existing cupboard and sink, build in new double stainless steel rust prepared SABS approved sink on new top surface of new melamine cupboard, with 1 melamine shelf in the middle of the cupboard, together with 3 closing melamine doors and matching oak door handles. All ground cupboards must be neatly fixed on a floor foot end consisting of solid pre-prepared and varnished pine wood construction of 10cm height from floor x 2.5 cm thick.
3. The cupboard(s), shelves, drawers and doors must be cream melamine wood of 16 mm thick. The inside area of the cupboard must be of 16mm melamine and back side must be of white hardboard 4mm thick. All cupboards must be solidly fastened against the wall and on floor. All handles on drawers and doors to be matching oak handles. All gaps where screws were fitted must be neatly filled and rounded off with cream coloured wood filler.
4. Height of cupboards together and including top surface and foot construction must be 900 mm. Top surface must be reinforced waterproof Post Form 32 mm thick, 60 cm wide and must also cover the whole top area of new cupboard. Length of the solid top is calculated at 2 metres of which the sink must be neatly spaced in accordance with the water inlets/new taps. Colour of top must be oak.

5. On the wall next to the new top, sink and cupboards, supply and install a similar new melamine cupboard with the same top as the sink, height to be 900 mm, length to be 1050 mm and width to be 600 mm together with 2 swinging outward doors and 4 drawers on the side. One melamine 16 mm shelf must be installed in the middle of the cupboard.
6. Next to the cupboard mentioned in paragraph 5, supply and install a broom cupboard of 1900 mm in height and 600 mm 400 mm width with one closing door and a shelf to hold brooms. Same melamine as other cupboards. This cupboard must also be fixed to the wall directly next to the cupboard and with the same foot ends as the other cupboards. It must be installed firmly against the cupboard and top with no gaps.
7. The whole top area and wall tiles must be sealed off with white silicon. All inside melamine wood must be rounded off with matching cream PVC edging. All doors and drawers of cupboards must be sealed off at the edges with 2mm Impact edging, colour to be oak.
8. Supply and install a new SABS approved chrome coated mixer tap for hot and cold water in the middle of the sink so that the outlet drops water comfortably into each of the two sink bowls. Also supply and install all sink drain pipes, traps and also all tap parts and connections that will be needed to secure successful water and drain flow.
9. The area around the sink on the top surface must be neatly rounded off and sealed with clear silicon waterproof sealer. The edges between wall/tiles and top surface must however be neatly rounded off and sealed with white silicon waterproof sealer.
10. After cupboards is completed, all broken, chipped and unusable 150mm white tiles must be replaced by similar white SABS approved class A tiles and white grout to be used. Use the correct tile cement and tile bonding liquid to fasten all tiles.
11. The chalet must be thoroughly cleaned during and after the work is done.
12. In the event that there occur any breakages, shortages or any damage whatsoever, the Contractor will be responsible for the loss and it must be immediately replaced by the Contractor at his/her own account.

General conditions applicable for this work:

1. The quote must indicate the total price (VAT INCL).
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 5 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 5 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:

DESCRIPTION ABLUTION	LABOUR (INCL VAT) R	MATERIAL (INCL VAT) R	TOTAL COST (INCL VAT) R
Chalet nr 9			
Chalet nr 11			
Chalet nr 12			
TOTAL INCL VAT			