

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
THE SUPPLY AND DELIVERY OF GRAVESTONE MOULDS AND PRE-CAST
GRAVESTONE MARKERS**

RQ Nr: 60446

11 September 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 18 SEPTEMBER
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 Andre' Hansen at tel: 028 713 78 61, 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:

Description of grave marker material and size:

1. Proposed precast reinforced concrete grave marker 1100 - 1200mm long x 150mm x 150mm. 300mm long x 12 mm thick steel pegs at the bottom of the concrete marker - 200mm from the bottom at the right angles.
2. Grave markers to be manufactured from materials that are vandal - proof, long lasting.
3. These markers should not be easily removed or broken down.
4. The molds must be made of fiberglass.
5. The size and the material of the grave markers must be accordingly the specifications on the drawings attached (**Annexure A – B**).

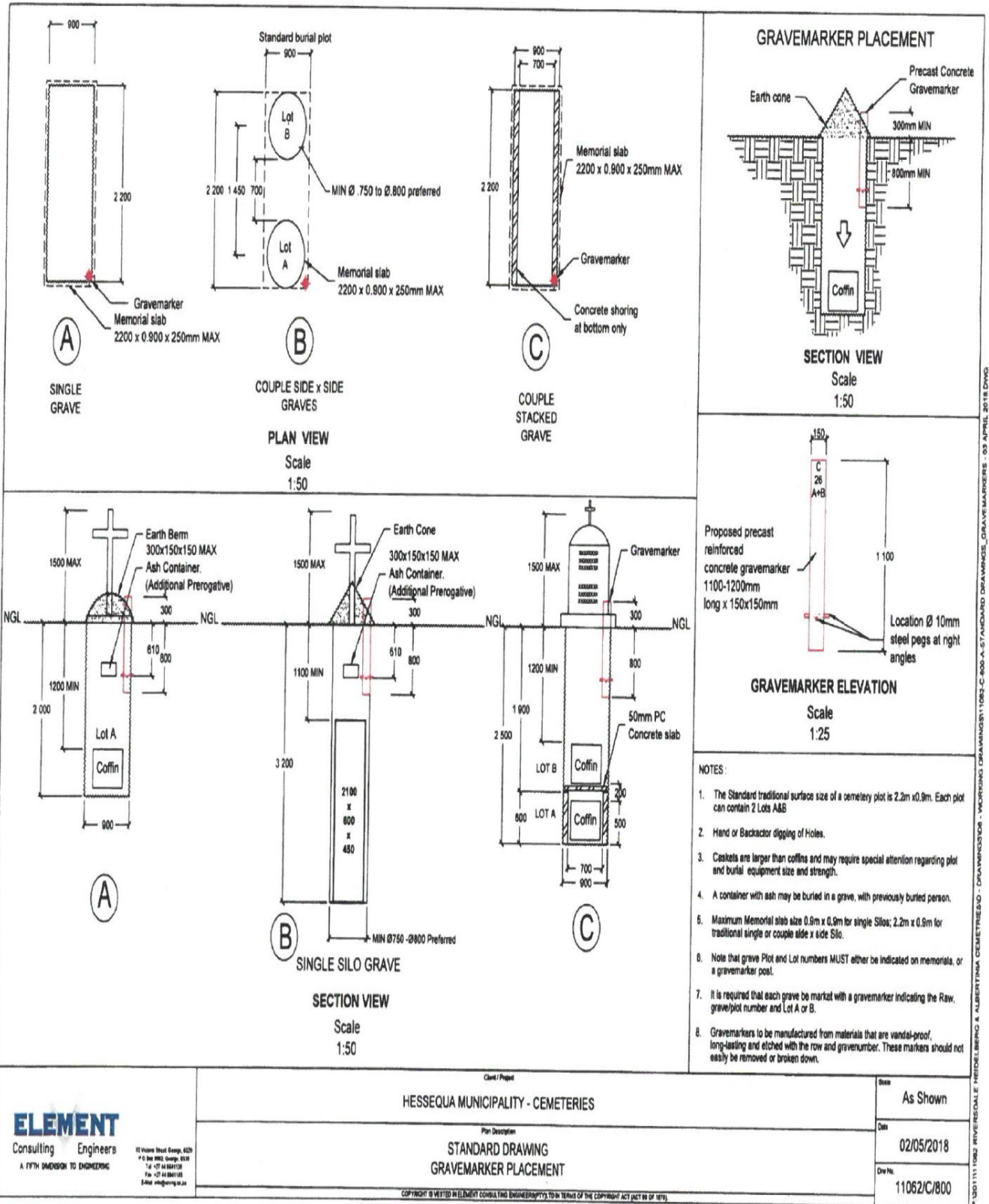
Pricing Schedule:

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price Vat Incl.</u>	<u>Total Price Vat Incl.</u>
1.	Grave marker complete grave marker moulds	10		
2.	Complete grave markers	10		
3.	Delivery fees			
Total Price Vat Incl.				

PLEASE INDICATE DELIVERY PERIOD:

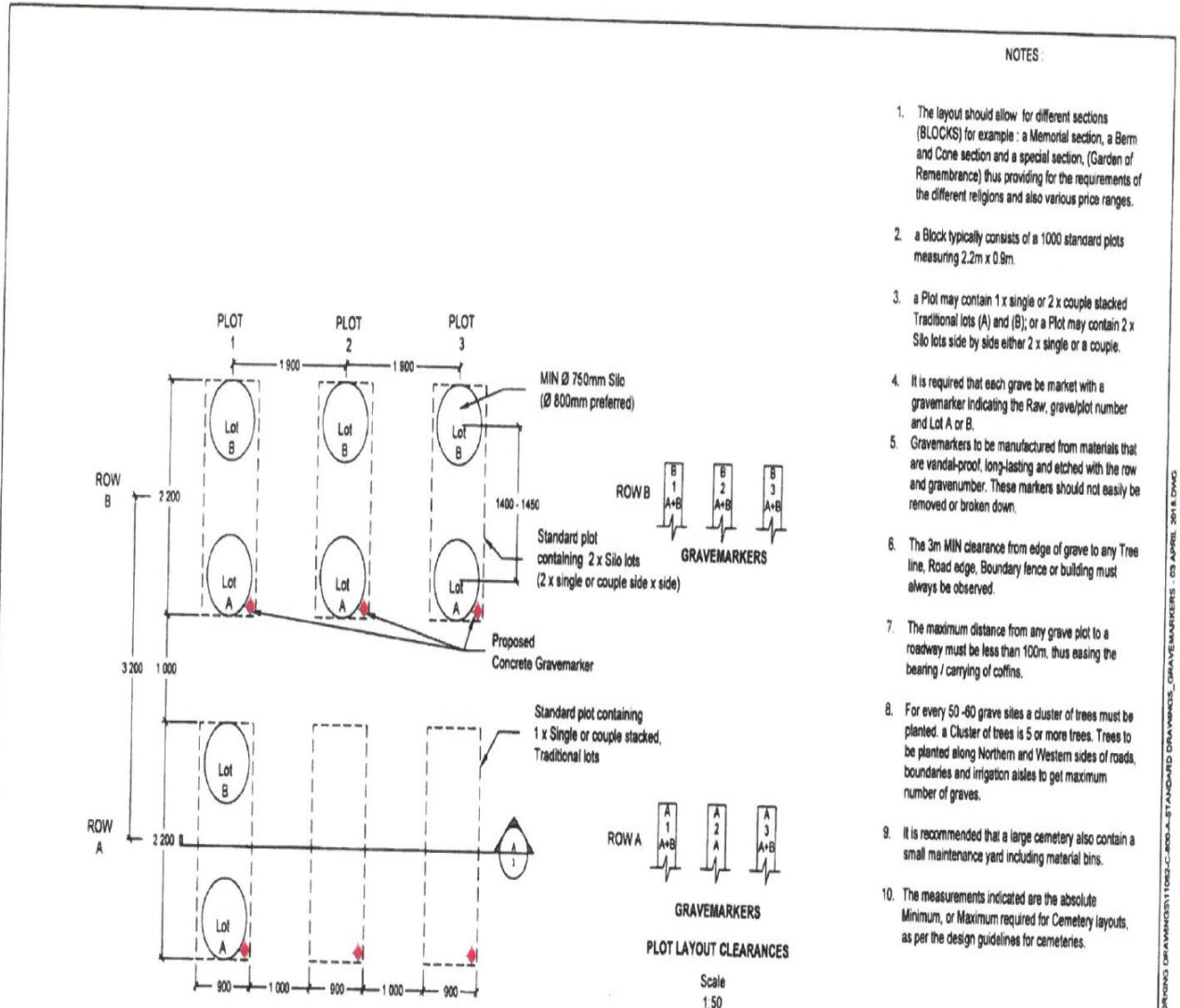
**Delivery requirements:
Hessequq Municipality
Van Den Berg Street
Riversdale
6670**

Annexure A



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Annexure B



NOTES

1. The layout should allow for different sections (BLOCKS) for example : a Memorial section, a Bern and Cone section and a special section, (Garden of Remembrance) thus providing for the requirements of the different religions and also various price ranges.
2. A Block typically consists of a 1000 standard plots measuring 2.2m x 0.9m.
3. A Plot may contain 1 x single or 2 x couple stacked Traditional lots (A) and (B); or a Plot may contain 2 x Silo lots side by side either 2 x single or a couple.
4. It is required that each grave be marked with a gravemarker indicating the Row, grave/plot number and Lot A or B.
5. Gravemarkers to be manufactured from materials that are vandal-proof, long-lasting and etched with the row and gravenummer. These markers should not easily be removed or broken down.
6. The 3m MIN clearance from edge of grave to any Tree line, Road edge, Boundary fence or building must always be observed.
7. The maximum distance from any grave plot to a roadway must be less than 100m, thus easing the bearing / carrying of coffins.
8. For every 50 -60 grave sites a cluster of trees must be planted. a Cluster of trees is 5 or more trees. Trees to be planted along Northern and Western sides of roads, boundaries and irrigation aisles to get maximum number of graves.
9. It is recommended that a large cemetery also contain a small maintenance yard including material bins.
10. The measurements indicated are the absolute Minimum, or Maximum required for Cemetery layouts, as per the design guidelines for cemeteries.

<p> ELEMENT Consulting Engineers A FIFTH DIMENSION TO ENGINEERING 40 Wanda Blvd, George 6024 P.O. Box 9982, George 6024 Tel: +27 44 8441768 Fax: +27 44 8441191 E-Mail: info@element.co.za </p>	Client / Project HESSEQUA MUNICIPALITY - CEMETERIES	Scale As Shown
	Plot Description STANDARD DRAWING REQUIREMENTS FOR CEMETERY GRAVEMARKERS	Date 02/05/2018
	<small>COPYRIGHT IS VESTED IN ELEMENT CONSULTING ENGINEERS IN TERMS OF THE COPYRIGHT ACT (ACT 94 OF 1978)</small>	Draw No. 11062/C/801

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