

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
LEVELLING OF CERTAIN CAMPSITES AT BEVERLY HILLS AND PREEKSTOEL
RESORT**

RQ Nr: 61631

03 October 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 FRIDAY
12 OCTOBER 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.

It is estimated that prospective suppliers should have a CIDB contractor grading of 1 GB or higher.

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.

A compulsory clarification meeting will be held at the following:

<u>PLACE</u>	<u>TIME</u>	<u>DATE</u>
PREEKSTOEL RESORT (WILL MOVE TO BEVERLY HILLS AFTERWARDS)	12:00 PM	FRIDAY 05 OCTOBER 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.)

Specifications

Specifications for the levelling of certain campsites at Beverly Hills and Preekstoel Resort

Hessequa Municipality requires the services of a contractor to do the levelling of certain camp sites in order of priority at Preekstoel/Beverly Hills Resort.

The order of priority regarding the camping sites is as follows:

- Beverly Hills sites 62 to 67
- Preekstoel Camp sites 198, 196, 194, 32 and 33.
- Beverly Hills sites 36, 35, and 40

IMPORTANT: The quotation must indicate the total price (Vat Inc) **per camping site**, as per example at the end of this specs. **Depending on the available budget amount and the quote accepted, the final total of camping sites to be levelled this financial year will be confirmed and communicated to the successful bidder before the work will begin.**

During the site meeting the camping sites and respectively also the work to be done, will be explicitly pointed out. The work must be completed as soon as possible after approval is given to the successful bidder, and must be completed on/before **31 October 2018**.

SPECIFICATIONS:

1. Dig with spades, lift and remove existing grass off the caravan site(s) in strips of approximately 50cm x 50cm x \pm 15cm (roots of grass) and place grass strips in a single line next to each other on the area nearby the sites to be levelled. This area will be shown out during the site meeting and also again directly indicated at the start of this work, by the Camp Coordinator or his delegate. All dug out strips of grass must be watered every day and special care must be taken that the grass roots are not damaged and stay alive and well for the replanting thereof.
2. In order to establish the horizontal level, work from the lowest point from the sides/front towards the back area of the stands and remove all excessive ground. The stands must be levelled in such a manner that there will be a very small margin of the grounds that will decline to the front as to make sure that any rainwater on the stand will move towards the lowest point of flow towards the road.
3. Supply and install natural smooth SABS approved concrete retaining blocks (on each other when level needs to rise) on the border lines and in cases also at the back area of the site, again ensuring the correct horizontal level. Where retaining blocks are necessary at the front end of the caravan sites, special care must be taken to ensure an opening of at least half of the site's length in order for caravans to be able to enter/exit the relevant site. **Fill the inside of all retaining blocks with gravel and cement.**
4. Fill up the inside area of the site between the retaining blocks with good agricultural gravel (ground), compact and level the inside area and (again) make sure the horizontal level is correct and that there is enough room for caravans to enter/exit the site. Concur daily with the Camp Coordinator or his delegate regarding the correct levelling and determining of open area on the site(s).
5. Fit and neatly replace (relay) the grass strips back into place on the site. If grass is not suitable for re-planting, or there are openings, roll on grass of similar type grass that were on the site must be supplied and fixed on the site(s) by the Contractor. The grass must be

rolled/compacted firmly to/on the ground ensuring an even layer of grass, also use ground on the grass for extra compacting.

6. Round of grass with good agricultural ground and fertilizer to enhance the regrow and stabilizing of the grass.
7. Remove all unneeded grass, ground, and any other lumber.

The quotation must include the total price **per caravan site, INCLUSIVE OF VAT**, on the basis as the example given hereunder.

STAND NR	LABOUR (incl vat)	MATERIAL (incl vat)	TOTAL COST <u>(INCL VAT)</u>
Bev Hills nr 62			
Bev Hills nr 63			
Bev Hills nr 64			
Bev Hills nr 65			
Bev Hills nr 66			
Preekstoel nr 198			
Preekstoel nr 196			
Preekstoel nr 194			
Preekstoel nr 32			
Bev Hills nr 36			
Bev Hills nr 35			
Bev Hills nr 40			
Total Vat Incl.			R

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 and any rubbish must be dumped at the Melkhoutfontein dumping site.
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 minimum 1 year for workmanship and relevant material from the day of completion of this works 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.
15. The Contractor is responsible to ensure accommodation for him/herself and all labourers. Camping sites may be hired at the camping site where the work will be done, at the normal daily rate with no discount applicable. No chalets/rooms will however be available for accommodation other to that of Bona Fide holiday makers.