

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
THE SUPPLY AND LAYING OF PAVING AT DUIVENHOKS LIBRARY –
HEIDELBERG (ERF NR: 1313)**

RQ Nr: 61733

12 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 TUESDAY
23 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 CE 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 Ms Ursula Oosthuizen
Tel: 028 713 7899 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>
DUIVENHOKS LIBRARY - HEIDELBERG	11:00 PM	TUESDAY 16 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

Specification for paving at Duivenhoks Library, Heidelberg (Erf: 1313)

Hessequa Municipality requires the service of a qualified and experienced contractor to supply and install paving at Duivenhoks Library, Heidelberg to the specifications below:

- Remove the existing two grass islands indicated on the attached map / drawing.
- Existing tar surface must be lifted and removed. Surface must be prepared that a solid base and correct levels are achieved, ensuring trouble-free drainage.
- The soil is to be scarified to a depth of no less than 150mm. Surface compacted to 95% Maashto density. Sub base level must be adjusted to 150mm G5. Levels must then be adjusted to ensure correct water drainage.
- The scarified surface must be thoroughly moist and a plate compactor must pass over the base a minimum of three times to ensure the surface is properly compacted.
- 10 mm River sand must be spread over compacted base for pavers to be laid on. Using a straight edge to ensure flatness of area and to ensure correct water drainage levels.
- The direction of the pavers must be laid in a pattern as indicated on the map / drawing by arrows 1, 2 and 3.
- Specifications of pavers: (Proof must be provided by contractor that pavers used meet specifications below)
Interlocker pavers with an S-interlocking pattern
Strength of at least 25 MPa
First Grade, SABS approved commercial pavers to be used
60mm thick pavers
Colour: Charcoal
- Dig-out a catch pit and install a drainage pipe connected to the manhole as indicated on the map / drawing.
- Install a C1 MPa 25 concrete channel to meet existing barrier kerb as indicated on the map / drawing.
- Install pavers to direct the flow of the water to the channel and catch pit.
- Pavers must be installed up to the gate and level with side walk.
- Install a steel grid covering the catch pit.
- At the edge pavers need to be cut to fit leaving a neat finish.
- Install a brick border to ensure a neat edge. The brick used in the border must fit in with the pavers
- Mixture of plaster sand and cement to be used to grout butt joint paving to ensure pavers are well sealed.
- Plate compactor to be used to run over the pavers to ensure grouting fills all the joints between pavers. Any excess cement must be lightly hosed from surface.

General Conditions:

1. Only registered CIDB grading 1CE OR HIGHER Building Contractors with proven experience of similar work as indicated in the specifications, will be considered. At least 5 references of completed similar work **must** also be supplied. Information on the references supplied must include name of client, contact information, scope and value of work.
2. The foreman must have at least 10 years' experience in installing paving with a proven record OR a diploma in Civil engineering and at least 1 year experience.
3. A minimum guarantee of 15 years for workmanship on installed and all related building works must be supplied in writing by the successful Contractor as part of his/her tender document.
4. Should the bidder not provide the above-mentioned information the quotation may be treated as non-responsive.
5. The Contractor will also be held responsible for the appropriate cleaning up outside of the library during and also after the work is finished before the final payment will be made. The Contractor must remove all rubbish from the site.
6. Special care must be taken not to damage any aspects of the building such as water pipes, electrical works, the ceilings, etc. as any damages and replacements shall be for the account of the Contractor.
7. All materials must be applied strictly in accordance with the relevant technical specifications and application manual of the product.
8. The Contractor must comply with all safety and health requirements in accordance with Act 85 of 1993.
9. The work area must be cordoned off to ensure the safety of the public.
10. The successful Contractor must also supply his own temporary storage room/container for keeping and locking up all tools, building materials and accessories during such time it takes to complete the building project.
11. The quotation must include all related expenses, i.e. all new material, transport of material, labour and the removing of all refuse.
12. The contractor must inspect the site and make himself fully aware of the site conditions and assess the scope of works. No claims for misunderstanding the scope of works will be entertained by Hessequa Municipality.
13. Measurements are provided on map / drawing. It is the contractors' own responsibility to measure the circumference of the site.

Pricing schedule: install paving at Duivenhoks Library, Heidelberg

Item No.	Description	Quantity	Price (Vat Excl.)
1.	Labour		
2.	Material		
3.	Extras		
4.	Steel Grid		
5.	Sub-total		
6.	Plus: VAT @ 15%		
7.	TOTAL Amount (Vat Incl)		
8.	Guarantee on workmanship provided (underline relevant)		Yes / No
9.	Period of guarantee on workmanship (months)		

PLEASE INDICATE THE COMPLETION PERIOD: