

**Hessequa Municipality**



**MUNICIPAL SUPPLY CHAIN MANAGEMENT  
INVITATION TO SUBMIT CLOSED QUOTATION  
THE CLEANING OF ERVEN IN THE HESSEQUA AREA**

**RQ Nr: 61882**

**16 November 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](mailto: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 NOVEMBER 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 bidder was, you may consult our website at [www.hessequa.gov.za](http://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  
Tel: 028 713 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](http://www.hessequa.gov.za) under the tab GENERAL TENDER INFORMATION or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)**

## **SPECIFICATIONS FOR THE CLEANING ERFS IN THE HESSEQUA AREA**

- 1) All alien plants must be cut off at a high of 150 mm from ground level.
- 2) All indigenous plants; **excluding protected plants** and trees (Melkhout trees and Yellow wood trees), must be cut off at a high of 150mm from ground level.
- 3) All alien plants must be cut of at a high of 150 mm.
- 4) All trees must only be cleared at the bottom of the tree up to maximum of a third of the total high of the tree.
- 5) Long grass must be cut to ground level.
- 6) All trees, plants and other waste must be removed to the nearest local waste disposal site by the contractor.
- 7) Contractors should visit each site to determine the amount of work to be done at each erf.

### **The following erven needs to be cleaned:**

#### **Still Bay**

Erf 597 Oslerstraat (East)

Erf 1555 Albatrosstraat10 (West)

#### **Jongensfontein**

Erf 501 Bosboklaan 3

Erf 668 Voelkliplaan 1

#### **Witsand**

Erf 462 Tolbossteeg 18

Erf 719 Hoofweg

#### **Albertinia**

Erf 823 Vriesstraat 5

Erf 1151 Golfstraat 5

#### **Heidelberg**

Erf 2776 Reitzstraat 12

Erf 1971 Helmstraat

Erf 1972 Helmstraat

Erf 1974 Gamblestraat 22

**Pricing Schedule:**

Item No	Description	Total Price (Vat Excl.)
<b><u>Still Bay</u></b>		
1.	Erf 597 Oslerstraat (East)	
2.	Erf 1555 Albatrosstraat10 (West)	
<b><u>Jongensfontein</u></b>		
3.	Erf 501 Bosboklaan 3	
4.	Erf 668 Voelkliplaan 1	
<b><u>Witsand</u></b>		
5.	Erf 462 Tolbossteeg 18	
6.	Erf 719 Hoofweg	
<b><u>Albertinia</u></b>		
7.	Erf 823 Vriesstraat 5	
8.	Erf 1151 Golfstraat 5	
<b><u>Heidelberg</u></b>		
9.	Erf 2776 Reitzstraat 12	
10.	Erf 1971 Helmstraat	
11.	Erf 1972 Helmstraat	
13.	Erf 1974 Gamblestraat 22	
<b>Total Price Vat Excl.</b>		
<b>Vat @ 15%</b>		
<b>Total Price Vat Incl.</b>		

**PLEASE INDICATE THE COMPLETION PERIOD: .....**