

Hessequa Municipality



MUNICIPAL SUPPLY CHAIN MANAGEMENT INVITATION TO SUBMIT CLOSED QUOTATION CLEANING OF RESIDENTIAL AREAS BY MEANS OF SMALL CONTRACTORS IN ALBERTINIA AND GOURITSMOND

RQ Nr: 61884

20 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
- 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
27 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 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 Jonathan Michiel
Tel: 028 713 7834, 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: CLEANING OF RESIDENTIAL AREAS BY MEANS OF SMALL CONTRACTORS

Scope of Work

The work entails the cleaning of general waste, garden refuse, areas where illegal dumping occurs, as well as public open spaces in the previously disadvantaged areas of Hessequa Municipality. Small contractors must employ temporary workers to assist with all cleaning activities in the areas as indicated below:

1. Albertinia – Theronville [all the sidewalks and open spaces]
2. Gouritsmond - Bitoville [all the sidewalks and open spaces]

Duties to be performed:

- Removal of all garden refuse from sidewalks, municipal open areas cleaning of all areas where illegal dumping occur.
- Clean all public open spaces e.g. parks, cemeteries, municipal land through the removal of littering, eradicating weeds and all types of refuse.

Requirements / Responsibilities

Work program

- The Contractor must submit a weekly work program to the municipality for approval.
- The estimated time for the project is approximately 2 weeks where the successful bidder shall do all cleaning activities and will be confirmed during the appointment of the successful bidder.
- The abovementioned program shall be managed/monitored by the technical superintendent on a daily basis.
- Garden refuse must be taking to the local landfill site on a weekly basis. All loads shall be recorded at the landfill site, which will serve as proof of work done.
- Building rubble shall be removed by the contractor unless otherwise instructed by the Technical Department.
- Daily inspections shall be done and progress as well as quality of works shall be communicated through the superintendent.
- The superintendent shall complete a final inspection with the contractor before an invoice be signed off.
- Payment shall occur at the end of the contract.
- The following equipment and materials used shall be provided by the Municipality, i.e. black/red bags. The contractor shall be responsible for any other equipment and material necessarily to complete the job.

Transportation / Plant requirement

- The contractor must be in possession of one LDV vehicle with trailer to transport the workers and refuse.

- The contractor must prove that he is in possession of LDV and a valid driver's license with PDP. It is important to note that the traffic regulations prohibit any workers to be transported in the loading area of the LDV while transporting the workers. All workers must be seated in the passenger cabin of the LDV.

Labour

- The Contractor shall be responsible for the management and supervision of the labourers, which includes the safety, discipline, productivity, human resources relations of the labourers.
- A minimum rate of R160.00 per day for the labourers
- The labourers must be employed from the areas where the cleaning shall occur (evidence must be provided)
- All Personal Protective Equipment/Clothing shall be provided by the contractor and ensure a safe environment at all times.

All Health & Safety issues must be in place and a Health & Safety Plan must be submitted by the successful bidder

Pricing Schedule: Area : Albertinia & Gouritsmond				
ITEM NO	ITEM DESCRIPTION	QUANTITY	Rate	
			R	c
1	Cleaning of residential areas <ul style="list-style-type: none"> • Removal of all garden refuse from sidewalks, municipal open areas • Cleaning of all areas where illegal dumping occur. • Clean all public open spaces e.g. parks, cemeteries, municipal land through the • Removal of littering, eradicating weeds and all types of refuse. • Cleaning of the kerb channel of streets. • Spray of herbicide in open channels, kerbs and any other areas 			
2	Supervisor	1		
3	Labourers (minimum wage of R160 per day)			
VAT (15%) Applicable to VAT registered vendors only				
Total Amount Vat Incl				

PLEASE INDICATE THE COMPLETION PERIOD:

MBD 4 DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:.....
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):.....
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:.....
 - 3.6 VAT Registration Number:.....
 - 3.7 The names of all the directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? **YES / NO**
 - 3.8.1 If yes, furnish particulars.....
.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9. If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.....

.....

3.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.....

.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**

3.14.1 If yes, furnish particulars.....

.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number	Tax Reference Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder