

**Hessequa Municipality**



**MUNICIPAL SUPPLY CHAIN MANAGEMENT  
INVITATION TO SUBMIT CLOSED QUOTATION  
RENTING OF FOUR (4) CARAVANS FOR BLUE FLAG BEACHES IN THE  
HESSEQUA MUNICIPAL AREA**

**RQ Nr: 61262**

**13 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  
20 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](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 7861, 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 SCM INFO AND REPORTS or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)**

## **Specifications**

1. Rental of 4 standard caravans for accommodation of lifeguards at blue flag beaches from 8 December 2018 to 12 January 2019.
2. The caravans must be delivered as follow:
  - 1 x Caravan at Ellensrust Caravan Park with a minimum capacity of 4
  - 2 x Caravans to Preekstoel caravan park with a minimum capacity of 4
  - 1 x Caravan at Witsand Weskamp Caravan Park with a minimum capacity of 4
3. All four standard caravans must be delivered and stored at the respective caravan parks on 08 December 2018 and returned by the service provider after the blue flag season has expired.
4. The caravans must have a stove and fridge in working condition.
5. The successful service provider is responsible for set-up and taking down of the caravans at the specified sites.
6. Caravans must also be roadworthy.

## **Pricing Schedule:**

<b>Item No.</b>	<b>DESCRIPTION OF MATERIAL</b>	<b>Quantity</b>	<b>TOTAL COST (VAT INCL) R</b>
1.	Caravan at Ellensrust Caravan Park with a minimum capacity of 4	1	
2.	Caravan at Preekstoel Caravan Park with a minimum capacity of 4	2	
3.	Caravan at Witsand Wes-Camp Caravan Park with a minimum capacity of 4	1	
4.	Transport of caravans and set-up and taking down of caravans cost	-	
		<b>Total Vat Incl.</b>	

## **DELIVERY REQUIREMENTS**

**Preekstoel Caravan Park  
Ellensrust Caravan Park  
Witsand Wes-camp**