

**Hessequa Municipality**



**MUNICIPAL SUPPLY CHAIN MANAGEMENT  
INVITATION TO SUBMIT CLOSED QUOTATION  
RENTING OF CHEMICAL TOILETS FOR STILL BAY AND GOURITSMOND**

**RQ Nr: 61975**

**15 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 THURSDAY  
22 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 Pieter Floors Tel: 028 713 7857, 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**

### **IMPORTANT PRELIMINARY REQUIREMENTS TOGETHER WITH SPECIFICATIONS:**

Hessequa Municipality requires the services of a Contractor to supply and delivered the following product (chemical toilets.)

***The toilets must be delivered as indicated in the specifications.***

The successful service provider is responsible for the delivery as well as collection of all toilets at Gouritsmond and Still bay.

All toilets material, deliveries ,collections, services, toilet paper, other chemicals needed for the rentals , safety-accessories, and sub-contracting related parts and works must be arranged and supplied by the successful service provider at his/her own account.

The successful service provider must arrange and pay for his/her own transport and also for every worker/person in his/her service.

The successful service provider will be responsible for **any damages and unforeseen expenses whatsoever.**

The successful service provider will also be responsible for cleaning the toilets (Gouritsmond only) on a weekly basis and on times indicated in the specs throughout the contract and specifically after the works are completed.

**No payment whatsoever will be made by the Municipality IN ADVANCE only during the duration of the rental period:**

**- After the end of the rental period.**

**Payment and signing off of the invoices will only be made after the rental period by an Official from the Municipality and indication that the rental period were completed to his/her satisfaction and sole discretion. The service provider must therefore make sure that he/she consist of the necessary cash flow for the period of contract**

**SPECIFICATIONS:**

**Rental of Chemical toilets for Hessequa Municipality**

**SPECIFICATIONS:**

**Gouritsmond**

1. 12 x Portable flush toilets for the period: 07 December up to and including 03 January 2019
2. 12 x weekly services for the period: 07 December up to and including 03 January 2019
3. Extra-services for 24, 28 and 31 December 2018 which should include cleaning of toilets, the supply of toilet paper, pump of tenks and refill with clean water.
4. Transport of plastic toilets: delivery & collection to Gouritsmond

**Still Bay**

1. 8 x portable flush toilet- maximum capacity 50 people per unit/10hrs vip plastic flush unit with hand wash basin for the period: 21 December 2018 until 03 January 2019
2. 5 x portable flush toilet- maximum capacity 50 people per unit/10hrs vip plastic flush unit with hand wash basin for the period: 07 December 2018 until 09 January 2019
3. 8 x bale of toilet paper (48 in a bale) and 100 chemicals bags
4. Transport plastic flush toilet – delivery & collection ( to Still bay )

**General:**

The exact locations of where the rental toilets should be placed, will be pointed out to the successful service provider

**Pricing Schedule:**

<b><u>Item No</u></b>	<b><u>Description</u></b>	<b><u>Quantity</u></b>	<b><u>Total Price Vat Incl</u></b>
<b>Gouritsmond</b>			
1.	Portable flush toilets for the period 07 Dec 2018 – 03 Jan 2019	12	
2.	Extra services which includes cleaning of toilets ,supply toilet paper, pump of tenks,refill with clean water	12	
3.	Transport and collection of portable toilets	-	
<b>Still bay</b>			
4.	Portable flush toilet	13	
5.	bale of toilet paper (48 in a bale)	8	
6.	Chemical bags	100	
7.	Transport and collection of portable toilets	-	
<b>Total Price Vat Incl</b>			