

Hessequa Municipality



**MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
UPGRADING WORKS OF WITSAND EATING FACILITY**

RQ Nr: 62173

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
- 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 WEDNESDAY
29 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 Christopher September
Tel: 028 713 7869 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>
WITSAND MUNICIPAL BUILDING - GATHERING POINT	11:00 AM	THURSDAY 22 NOVEMBER 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.)

PAINTING OF DOORS

Outside doors

- Sanding of outside double storeroom doors [inside & outside 18 m² X 2]
- Painting of outside storeroom door: inside and outside [2 coats: 18 m² X 2]

PAINT, BRUSHES, SCRAPERS, SANDING PAPER, RAINCOAT WILL BE PROVIDED

PLEASE NOTE THAT THE CONTRACTOR WILL BE RESPONSIBLE FOR THE HIRING OF A HIGH-PRESSURE CLEANER;

ALL EQUIPMENT MUST BE PROVIDED TO COMPLETE THE CONTRACT e.g. SCAFFOLDING. LADDERS, HARNESSSES. HAMMERS, MACHINERY, DRILLS, GENERATOR etc.

Construction of wall

- Remove double door and build a double brick wall in place of the door [4 m²]
- Plaster the wall both sides [4 m² X 2]

CEMENT AND SAND WILL BE PROVIDED

PLEASE NOTE THAT THE CONTRACTOR WILL BE RESPONSIBLE FOR THE HIRING OF A HIGH-PRESSURE CLEANER;

ALL EQUIPMENT MUST BE PROVIDED TO COMPLETE THE CONTRACT e.g. SCAFFOLDING. LADDERS, HARNESSSES. HAMMERS, MACHINERY, DRILLS, GENERATOR etc.

VARNISH / OIL OF OUTSIDE DOUBLE DOORS TO OPEN AREA

- Sanding of existing double door on both sides [4 m² X 2]
- Varnish / oil new door on both sides with double coat [4 m² X 4]
- Varnish / oil existing indoor bathroom door on both sides with double coat [2 m² X 4]
- Install single wood door with frame in the existing opening
- Varnish / oil the new door on both sides with double coat [2 m² X 4]

VARNISH / OIL AND PAINT BRUSHES WILL BE PROVIDED

THE SINGLE DOOR WITH FRAME WILL BE PROVIDED

WINDOWS

- Complete sanding of window frames and window sills [inside and outside]
- Painting of window frames and window sills [inside and outside]

1. 640 mm X 2 m
2. 640 mm X 1, 5 m
3. 700 mm X 1, 2 m
4. 700 mm X 1, 7 m
5. 600 mm X 600 mm

PAINT, BRUSHES, SCRAPERS, SANDING PAPER, WILL BE PROVIDED

PLEASE NOTE THAT THE CONTRACTOR WILL BE RESPONSIBLE FOR ALL EQUIPMENT NEEDED TO COMPLETE THE CONTRACT e.g. SCAFFOLDING. LADDERS, HARNESSSES. SANDERS, MACHINERY, GENERATOR etc.

TILING INSIDE OF BUILDING

Tiling of floor and walls

- Preparation and tiling of floor with cream-coloured tile [30 m²]
- Preparation and tiling of walls with white-coloured tile [24 m²]

TILES AND TILE CEMENT WILL BE PROVIDED

PLEASE NOTE THAT THE CONTRACTOR WILL BE RESPONSIBLE FOR ALL EQUIPMENT NEEDED TO COMPLETE THE CONTRACT e.g. SCAFFOLDING. PLASTER EQUIPMENT, TILE CUTTERS, MACHINERY, DRILLS, GENERATOR etc.

Installation and paint of ceiling with cornice

- Installation of Nutec ceiling boards or similar with cornice [30 m²]
- Paint installed ceiling and cornice with undercoat [30 m²]
- Paint installed ceiling and cornice with double coat [30 m² X 2]

LABOUR

The contractor will be responsible to manage and supervise all the workers

PAYMENT

Payment will be scheduled every fortnight. The contractor will be paid through an electronic transfer. The contractor must have a bank account in his name or the name of the company.

GENERAL

- Any existing material that is removed by the contractor must be stored at the Witsand Technical store premises.
- All material must adhere to the SABS standards
- The contractor is responsible for the provision of all tools and equipment to complete the job, e.g. scaffolding. Plastering tools, hammers, spades, ladders, harnesses, sanders, machinery, generator, cutting equipment etc.

EXISTING SERVICES

Handling of existing services

All existing services will be shown to the contractor by the municipality before the job will begin. The municipality will ensure that further instructions will be issued if it pertains to the job.

Damaging of services

The contractor is responsible for all damages that might occur during the duration of this contract and will be liable to pay the municipality if any repair work is needed.

Machinery / Tools / Equipment requirements

- All machinery, tools and equipment will be provided by the contractor [bulk water tank, scaffolding, bricklaying tools, hammers, spades, cutting tools, high-pressure cleaner. Ladders, harnesses, drills, generators, cutting machines]
- All equipment and vehicles used by the contractor for the transport of material must adhere to the road traffic ordinance
- Drivers and operators must have the necessary valid driving license
- Fuel have to be provided by the contractor
- The contractor is responsible for the safe-keeping of all material and equipment that will be used on the site

Site set-up

Service and facilities by the employer

Water source

The contractor can apply to the municipal water department for a clean water point, but will pay for the installation of that point. Water usage will be levied at the current rate of the municipality for the duration of the contract. The contractor must comply with the current regulations relating to water and have to make sure that water is used for the intended purpose.

The contractor may apply at the municipality to buy bulk water.

Power source

The contractor must apply to the electricity department of the municipality for one power source point if it is necessary and will bear the cost for the establishment as well as the usage as per the tariff list.

Facilities by the contractor

The contractor will not need an office. Site meetings and inspections will be held when deemed necessary.

Sanitation

The contractor is responsible for chemical toilets that will be used by his workers.

Other facilities and services [accommodation and transport]

No housing is available to the contractor and his employees and the contractor will have to provide housing or provide transport to the site. No extension will be given if there is any problem relating to housing or the transport of employees.

Changes, additions, extensions and amendments to existing works

The contractor must be aware of the position of existing services and structures and will report any inconsistencies to the municipality.

Characteristics that need special mention

Safety regulations

- The contractor is responsible for all safety aspects relating to his employees on the site for the duration of the contract
- The contractor will ensure that the site is at all times safe and will set up the necessary protocols
- The contractor is responsible for the upkeep of all machinery and that it is safe to use.
- No additional payment will be made to the contractor if they do not comply with all the safety measures.

Finishing and clean-up

- Cleaning of the site is crucial to this contract. No garbage, building rubble, shoddy material or equipment or incomplete work will be tolerated and the municipality have the right to suspend any payment if this should occur until the job is completed to the satisfaction of the municipality.

Price schedule:

<u>Item No.</u>	<u>Description</u>	<u>Total Price Vat Incl.</u>
1.	Labour	
2.	Material	
Sub-Total		
Vat 15%		
Total (Vat Including)		

PLEASE INDICATE COMPLETION PERIOD: