



June 2018

## NDWEDWE LOCAL MUNICIPALITY

QUOTATION No.: NDWQ 06/18/19 F

### Maintenance and Grass Cutting at Noordsburg and Nsuze Sportsfield.

Name of Supplier: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Municipal Database No: \_\_\_\_\_  
Central Supplier Database No: \_\_\_\_\_  
Bid Sum R \_\_\_\_\_ (inclusive of VAT)

**QUOTATIONS CLOSE ON FRIDAY THE 06<sup>TH</sup> OF JULY 2018 AT 12H00 SEALED  
TENDERS MUST BE PLACED IN THE TENDER BOX LOCATED AT RECEPTION,  
NDWEDWE LOCAL MUNICIPALITY LOT 47- 48, ROAD P100, NDWEDWE**

NDWEDWE LOCAL MUNICIPLAITY  
LOT 47-49, ROAD P100  
NDWEDWE  
4342

DEPARTMENT OF TECHNICAL SERVICES

NDWEDWE LOCAL MUNICIPALITY

QUOTATION NDWQ: 06/18/19 F

GRASS CUTTING OF NDWEDWE MUNICIPAL SPORTSFIELD

**SCOPE OF CONTRACT**

This contract comprises the provision of grass cutting service and de-weeding of the sport field of any alien vegetation as detailed in the specification section of this document.

**QUOTATION CLOSURE**

Sealed Tender Quotation documents shall be deposited in the tender box located at Reception, at Ndwedwe Local Municipality, Lot 47- 48, Road P100 Ndwedwe, 4342, not later than 12H00 on Friday, 06<sup>th</sup> of July 2018 .

**CONTRACT PERIOD**

Services to be within a contract of 4 times as and only per request.

**1. QUOTATION FORMS**

**NOTE: ACCEPTANCE OF QUOTATION**

**The lowest or any quotation will not necessarily be accepted. The Municipality does not bind itself to accept the lowest quotation and reserves the right to accept the whole or any part of a quotation.**

Quotations will be liable to rejection unless submitted on the attached Quotation Form, and Bill of Quantities where applicable, all of which must be duly completed and signed.

Suppliers shall complete the Quotation Form and Bill of Quantities where applicable in ink. Erasable ink shall not be used. No erasure or any scratching out relating to the completion of the Quotation Form and including the Bill of Quantities shall be made. Any corrections or alterations shall be made by ruling out incorrect words or figures and inserting the correct words or figures above with the Supplier's initials affixed thereto.

Quotations received by post, fax or e-mail will not be considered

**Failure to comply with these conditions will invalidate the quotation.**

If the Supplier when submitting his quotation makes an error which is patent, the Council reserves the right to correct the error so that the quotation documents reflect the true position.

Where a Bill of Quantities is supplied, the rates shall be deemed to be correct. Any errors in the extensions will be corrected and the corrections will be carried forward to the Quotation Form. Where a correction is made, the corrected amount will be deemed to be the final offer.

All rates and totals in the Bill of Quantities shall be **EXCLUSIVE** of Valued Added Tax (VAT). However the final quotation sum entered on

the Quotation Form shall be **INCLUSIVE** of Valued Added Tax (VAT) with the amount of such tax being stated separately.

**2. PAYMENT TERMS**

Payment will be processed within 30 days of delivery.

- (1) The invoice is to include the heading and the number of the service order.
- (2) Payment will be made to the firm or individual whose name appears on the quotation forms.
- (3) It shall be a condition of payment by the Municipality to a Registered vendor that no payment shall be processed unless a Tax Invoice (containing prescribed details) is received from the Supplier.

**3. PRICES AND VALUE ADDED TAX (VAT)**

**Prices shall be quoted net in South African Currency. Prices quoted shall be deemed to be exclusive of value-added tax and the amount of such tax shall be stated separately on the Quotation Form.**

Bidders shall indicate on the Quotation Form whether or not they are registered vendors and, if so, they shall indicate their VAT registration number.

**4. INSURANCES**

**Tenderer's attention is drawn to the relevant insurance that should be included in the tendered prices as the Municipality will accept no responsibility whatsoever for any loss or damage the Contractor might sustain from whatever loss or damage during the contract.**



## **Contractor Acknowledgement of Responsibility in terms of the Occupational Health and Safety Act**

With written agreement between Ndwedwe Local Municipality (the “Employer”)  
and

.....(the “Mandatarý”)

as provided for in terms of Section 37 (2) of the Occupational Health and Safety Act No. 85 of 1993 as amended by Act 181 of 1993.

I hereby declare that I, ....., am authorised to represent the “Mandatarý” and acknowledge that the “Mandatarý” is an employer in its own right with all duties and responsibilities as prescribed in the Occupational Health and Safety Act no. 85 of 1993.

I agree to ensure that all work performed or machinery and plant used by the “Mandatarý” on any Ndwedwe Local Municipality premises shall be in accordance with the provisions of the said Act.

Furthermore, I agree the “Mandatarý” shall comply with all Ndwedwe Local Municipality site rules and safety, health, and environmental requirements as may be communicated or stipulated by Ndwedwe Local Municipality prior to and during the course of any Contract awarded to the “Mandatarý” by Ndwedwe Local Municipality.

Furthermore, I undertake to ensure that Ndwedwe Local Municipality is timeously informed should the “Mandatarý”, for whatever reason, be unable to perform in terms of this agreement.

Signed this ..... day of .....20.....

On behalf of the “Mandatarý” (print) .....

(sign) .....

On behalf of the “Employer” (print) .....

(sign) .....

# **TABLE OF CONTENTS**

## **DESCRIPTION**

- 1. PURPOSE**
- 2. SCOPE OF WORK**
- 3. TIME FRAMES**
- 4. FORMAT OF THE SUPPLIERS DOCUMENTS**
- 5. CRITERIA FOR SELECTION**
- 6. COMPULSORY BRIEFING MEETING**
- 7. CLOSING DATE OF BIDS**
- 8. CONTACTS**
- 9. BRIEFING SESSION CERTIFICATES**

## **ANNEXURE**

**SECTION A: MBD FORMS**

**SECTION B: SCHEDULE OF QUANTITIES**

## 1. Purpose

The purpose of this bid document is to procure service of a suitable, qualified and experienced service provider that will be able to **Maintain and cut grass at Noordsburg and Nsuze Sportsfield**

## 2. Scope of Work

The successful bidder will have to be on site within **14 days** from the date of Appointment to maintain and cut of grass at Noordsburg and Nsuze sports field for the period of **11-12 months** and the payments will be done every interval for the total of 12 times after the inspection of the services on site for the following scope:

- Clearance of the field and around the pitch.
- Grass cutting and removal of roots, small trees, weeds and dispose it to the dumping area
- Cutting of grass in the sports field
- Cleaning of drainage system

## 3. Time Frames

The service provider will be appointed to maintain from the date of appointment.

## 4. Format of the Suppliers Document

The suppliers must ensure the following:

- That they are registered in the Municipal Database.
- All returnable documents attached must be completed and signed.

## 5. Criteria for Selection

All Bids will be evaluated according to the following Evaluation System which is in accordance with the Municipality's Supply Chain Management Policy. The system is based and complies with the **Broad Based Black Economic Empowerment** policy.

## FIRST STAGE OF EVALUATION

### Evaluation System

#### Pre –Evaluation

NO.	DESCRIPTION	YES	NO
1.	Bidder shall provide the Municipality with a compliance clearance, PIN to verify your tax compliance status ( <b>SARS</b> )		
2.	Central Supplier Database registration number / Registered in the Database of Ndwedwe Municipality		
3.	CIPRO registration certificate		
4.	Certified copies of Identification documents of all Members/ Directors of the Entity		
5.	Certified copy of B-BBEE Certificate verification for preferential points claim*		
6.	Fully completed and signed MBD's Declaration forms, Initialed each and every page of the document		
7.	Registered with National Treasury's Central Supplier Database		
8.	<b>Bidder owned property-</b> original or certified copy of the bidders latest municipal account statement e.g. rates, electricity, water, refuse etc. (both local and district municipality if not within a metro municipality <b>OR</b> if the bidder is a tenant then an original letter from the Landlord certifying that the levies are not in arrears <b>OR</b> Tribal Authority, Municipal ward Councillor letter as proof of residence (where the business operates)		
9.	Consolidated certificate copy of B-BBEE Certificate if it is JV		
10.	Joint Venture agreement document (if applicable)		

**If these documents are not attached, the Bid may be deemed non-responsive and therefore not acceptable.**

\*Bidders may not be disqualified on the basis of not providing a certified copy of the B-BBEE verification certificate but bidder may not be awarded preference points in the absence of the BBEE verification certificate.

**SIGNED ON BEHALF OF THE BIDDER:** .....

## SECOND STAGE OF EVALUATION

### Functionality

No	Description	Points Allocation
1	Attach relevant proof of appointment letter or order to claim points in – general working experience, development, extension, installation, maintenance, renewal, removal, alteration or dismantling as relevant of landscaping, irrigation and horticultural works (each proof 2.5 points)	5
2	Methodology - Bidder to submit at least 2 pages on how the work will be executed	5
3	Company registration under Ndwedwe Local Municipality jurisdiction. Service Provider to submit registered company CK/PTY LTD with address indicating Area & Ward within Ndwedwe Municipality and the letter signed by the Ward Cllr	20
	<b>TOTAL</b>	<b>30</b>

Minimum of **25 points** required to qualify for **Pricing and B-BBEE**.

### Scoring on Preference Points

Preference points are earned as contemplated in the Broad Based Black Economic Empowerment (B-BBEE), policy and its accompanying regulations. Points must be claimed for ownership in accordance with the relevant MBD.

### Scoring on Price

The bidders are required to accurately complete the attached **Bill of Quantities**.  
NOTE: Ndwedwe local Municipality does not bind itself to accept the lowest or any bids.

### 6. Compulsory Briefing Meeting

A **compulsory** briefing session will be held **on MONDAY, the 02<sup>ND</sup> of JULY of 2018 at 10H00 am**. Prospective bidders shall meet in the Municipal Council Chamber at Ndwedwe local Municipality, P 100 Road, Lot 47 – 48, Ndwedwe.



## 7. Closing Date and Time

Bids are to be completed in accordance with the conditions attached to the document and must be sealed in an envelope and marked: **“Maintenance and Grass Cutting at Noordsburg and Nsuze Sportsfield as and When Required Basis”** and must be deposited in the tender box situated at the reception area: Ndwedwe Municipal offices, Lot 47-48, road P100, Ndwedwe, **not later than 12H00, on Friday, the 06<sup>th</sup> of JULY 2018**, where bids will be opened in public. The name and address of the bidder must be clearly written on the sealed envelope containing the bid.

**Late quotations or quotations received by way of post, facsimile or e-mail will, under no circumstances, be considered.**

**Bids shall be valid for a period of 60 days.**

The Ndwedwe Municipality does not bind itself to accept the lowest or any bid, either whole of bid or part or give any reasons for such action.

- ❖ **No bidder will be awarded more than one project, not unless successful bidders are less than the number of projects advertised.**

## 8. Contacts

Enquiries regarding this notice may be directed as follows:

Technical Enquiries	:	<b>Ms Thobeka Nyawose - 032 532 5114</b>
SCM Enquiries	:	<b>Ms Mati Nkabinde - 032 532 5021</b>
Fax	:	<b>032 532 5032</b>

## **9. BRIEFING SESSION CERTIFICATE**

**CERTIFICATE OF ATTENDANCE AT THE CLARIFICATION MEETING**

This is to certify that I .....

Representative of (Contractor) .....

.....

of (address) .....

.....

.....

Telephone number (.....).....

Fax number (.....).....

E-mail .....

Attended the clarification meeting on (date)

.....

I CERTIFY that I am satisfied with the description of the work and explanations given by the said Employer's Representative and that I understand perfectly what is required in compiling my proposal.

EMPLOYER'S REPRESENTATIVE:

(Signature).....

Name (print) .....

# **MBD FORM**

# PRICING

**NDWEDWE LOCAL MUNICIPALITY**

Maintain and cut grass at Noordsburg  
and Nsuze sportsfield

**Contract No: NDWQ 06/18/19 F**

<b>NO</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>	<b>TOTAL</b>
1	Noordsburg sport field	m <sup>2</sup>	6568m <sup>2</sup>		
2	Nsuze sport field	m <sup>2</sup>	18000m <sup>2</sup>		
<b>SUB TOTAL</b>					
<b>CONTINGENCY SUM</b>					R 10,000.00
<b>SUB TOTAL</b>					
<b>VALUE ADDED TAX</b>					
<b>TOTAL</b>					