



June 2018

NDWEDWE LOCAL MUNICIPALITY

QUOTATION No.: NDWQ 13/18/19 M

Maintenance and Grass Cutting at KwaHlophe and Mantingwane Sportsfield as and When Required Basis

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 06th 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

EMPLOYER:

**NDWEDWE LOCAL MUNICIPLAITY
LOT 47- 48, ROAD P100
NDWEDWE
4342**

DEPARTMENT OF TECHNICAL SERVICES

NDWEDWE LOCAL MUNICIPALITY

QUOTATION NDWQ 13/18/19 M

GRASS CUTTING OF NDWEDWE 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, the 06th of July 2018.

CONTRACT PERIOD

Services to be within a contract of 11-12 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
“Mandatory”)

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 “Mandatory” and acknowledge that the “Mandatory” 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 “Mandatory” on any Ndwedwe Local Municipality premises shall be in accordance with the provisions of the said Act.

Furthermore, I agree the “Mandatory” 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 “Mandatory” by Ndwedwe Local Municipality.

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

Signed this day of20.....

On behalf of the “Mandatory” (print)

(sign)

On behalf of the “Employer” (print)

(sign)

****FAILURE TO COMPLETE THIS FORM WILL INVALIDATE THE QUOTATION****

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 to maintain and cut the grass at KwaHlophe and Mantingwane Sportsfield.

2. Scope of Work

The successful bidder will have to be on site within 14 days from the date of Appointment for grass cutting and maintenance within the Municipal structures as mentioned above for a contract of 11-12-times. Payments will be done in intervals to equal 12-times after a signed copy is issued by the ward council and inspection is done on the following scope:

- Clearance of the grounds
- Grass cutting and removal of roots, small alien trees, weed and dispose it to the dumping area of your choice (Service Provider)
- Cutting of grass
- Cleaning of parking area and walk paths.
- Raking of all excess grass and leaves

3. Time Frames

The service provider will be appointed to maintain and cut grass to prescribed areas as when the service provider is requested to do so by a relevant person for a period of 12months.

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 Preferential Procurement Framework Act, Act 5 of 2000.

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 (SARS)		
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.	Bidder owned property - 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 OR if the bidder is a tenant then an original letter from the Landlord certifying that the levies are not in arrears OR 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 BBBEE verification certificate but bidder may not be awarded preference points in the absence of the BBBEE 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
	TOTAL	30

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

Evaluation System

Criteria		Weighting Points
		Project Rand Value < R50 000 000 (80:20)
Preference	Preference criteria	20
Price		80
TOTAL		100

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 quote as the successful bid.

6. Compulsory Briefing Meeting

A **compulsory** briefing session will be held on the **Monday, the 02nd of July 2018** at 10H00am 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 KwaHlophe and Mantingwane SportsFields 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 06th 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 : **Ms Thobeka Nyawose - 032 532 5114**

SCM Enquiries : **Ms Mati Nkabinde - 032 532 5021**

Fax : **032 532 5032**

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 FORMS

PRICING

NDWEDWE LOCAL MUNICIPALITY
 Maintenance and Grass Cutting at
 KwaHlophe, and Mantingwane Sports
 field.

Contract No: NDWQ : 03/18/19 M

NO	DESCRIPTION	UNIT	QTY	RATE	TOTAL
3	KwaHlophe sport field	m ²	6500		
4	Mantingwane sport field	m ²	6500		
SUB TOTAL					
CONTINGENCY SUM					R 10,000.00
SUB TOTAL					
VALUE ADDED TAX					
TOTAL					