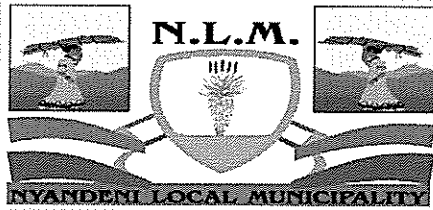


NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE
POSTAL ADDRESS:
Private Bag X 504
5160



Tel: 047 5555 024
047 5555 000
047 5550 278
Fax: 047 555 0202

"Deciding with the people, not for the people"

Date: 28 November 2018

REQUEST FOR QUOTATIONS

TO:	ALL PROSPECTIVE SERVICE PROVIDERS
PROJECT NAME:	DEMOLITION OF EXISTING DRY WALL, SUPPLY AND INSTALLATION OF CARPET
REQUESTOR:	NYANDENI LOCAL MUNICIPALITY
QUOTATION NO.	NLM 50/2018
SITE CLARIFICATION MEETING (COMPULSORY):	06 December 2018 @ 10H00
QUOTATION TO BE DELIVERED BY:	13 December 2018 @ 12H00

SPECIFICATION OF ORDER

Nyandeni Local Municipality invites suitable and qualified service providers for Supply, Delivery and Assemble of Office Furniture for Ngqeleni and Libode Offices.

DETAILED SPECIFICATION:

Scope:

Proposals are requested from experienced service providers to demolish partitioned offices, remove old carpet, install new carpet, supply and install paint and clean up.

To be supplied by service provider:

The service provider shall supply the necessary equipment, tools and labour materials, personnel, protecting clothing and transport required for the proper completion of the project.

Information to be obtained onsite

The service provider shall visit Ngqeleni offices and familiarize themselves with the nature of work, the condition under which the work is to be performed, the means of access to the site, any limitations or other authorities and in general with all matters that may influence or affect the contract and shall be deemed to have allowed in this tender for any additional cost involved due to the foregoing as no claims for any extras in connection with the position or nature of work will be entertained.

Special requirement

Special attention and compliance to General Safety Regulations as promulgated in terms of the OSH Act (Act 85 of 1993) and compliance to Nyandeni Local Municipality's health and safety policies.

Compulsory briefing session

Yes.

Item no	Description	Unit	Qty	Rate	Amount
1.	Remove and replace 300x300mm belogotex carpets with adhesive to match the existing	M ²	160		
2.	Remove and demolish existing wall	M	10M		
3.	Supply and installation of PVC paint to match existing- Office 23&24	M ²	20		
4.	Supply and installation of painting of 2 boardrooms 1&2	M ²	90		
5.	Supply and installation of obscure tint at boardroom 2	M ²	20		
6.	Supply and installation of blinds at Boardroom 2	M ²	20		

1. The project implementation period must be two (2) weeks
2. The service provider shall be granted access onto the premises to conduct inspections.
3. The service provider shall provide trained personnel to conduct all operations in a safe manner.
4. The service provider shall provide a good reliable tools and equipment for the execution of operations.
5. The service provider shall provide reliable and appropriate transport to and from municipality offices/ buildings.

- **PROPOSAL CONTENT**

The proposal should contain at least the under-mentioned content.

- **Project Budget and Pricing**

The financial proposal should be prepared on a time and cost basis. Service providers should propose a pricing schedule appropriate to each component of the project and include the total cost of the project, including VAT.

Proposals must remain **valid for 60 days** after the submission date.

The preferred service provider shall be appointed on the basis that the budget submitted in the proposal shall be considered to be the final project budget. No escalation of costs shall be allowed for, for the duration of the project.

- **Conflict of Interest**

Nyandeni Local Municipality expects the consultants to observe the highest standards of ethics during the execution of this contract and reserves the right to terminate the contract at any stage if it is determined that these standards have been or may become compromised.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation.

Quotations will be evaluated on price and preference in terms of the **80/20** point system.

The following documents are to be submitted with the Quotation:

- A copy of Entity Registration Documents.
- A Detailed Company Profile (with relevant past experience)
- Completed Database Registration Form (if not currently registered with Nyandeni Local Municipality)
- Certified ID Copy(ies) of Director(s) (not older than 3 months)
- Declaration of Interest (MBD4)
- MBD 8 and MBD 9
- Billing Clearance Certificate or Statement of Municipal Accounts.
- Entity Tax Compliance Status PIN & Entity Tax Reference Number (in writing, either on the company profile or any entity document with a letterhead or as issued by SARS)
- An original or certified copy of B-BBEE certification or Original Affidavit.
- It should be noted that failing to attach the BBEE Status Level Certificate will result in the 20 preference points not being awarded
- **Delivery time and availability of stock** must be indicated in the quotation e.g. delivery will take place within five working days after the date of purchase order.
- **Registration on the Central Supplier Database (CSD) is compulsory (proof of registration should be provided in writing)**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2000(PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Received Responsive Proposals will be evaluated based on the following criteria of 80/20

Price- 80 Points

B-BBEE Status Level Contribution -20 Points

Quality (functionality) will be evaluated based on the following:

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBLE SCORE
<p>Experience relevant to undertake the job.</p> <p>Similar projects that were successfully conducted. Please attach signed proof for the completion of such projects.</p>	15	Max 5	75
<p>Methodology- A detailed plan with time frames on how long will it take to deliver and full compliance with terms of reference</p>	5	Max 5	25
TOTAL	20(TW)		100(MPS)


Formal written price quotations should be submitted in a sealed envelope, clearly marked **"QUOTATION NLM 50/2018 – DEMOLITION OF EXISTING DRY WALL, SUPPLY AND**

INSTALLATION OF CARPET” which will be placed in the quotation box at Nyandeni Local Municipality, BN Nomandela Drive, Libode, 5160 before 12h00 on 13 December 2018.

For technical enquiries, please contact Ms. B. Nodada at (047) 555 0000/46 and/or Mr. S Mvunelo at (047) 555 5000/07 during working hours.

All bidders who are not registered in the Nyandeni Local Municipality database should submit their database registration forms upon quotation submission.

No late or incomplete quotations will be considered. The only or lowest quotation submitted shall not necessarily be accepted.


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MRS. N. NOMANDELA
MUNICIPAL MANAGER