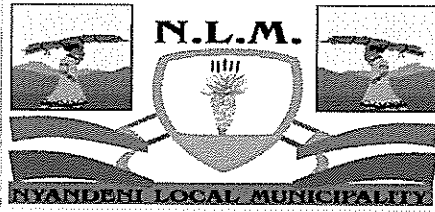


NYANDENI LOCAL MUNICIPALITY

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:	SUPPLY AND INSTALLATION OF HAND DRYERS, HAND SOAP DISPENSERS AND OTHER EQUIPMENT
REQUESTOR:	NYANDENI LOCAL MUNICIPALITY
QUOTATION NO.	NLM 41/2018
SITE CLARIFICATION MEETING (COMPULSORY):	NONE
QUOTATION TO BE DELIVERED BY:	06 December 2018 @ 12H00

SPECIFICATION OF ORDER

Nyandeni Local Municipality is inviting Proposals with Quotations from prospective service providers for the **Supply and Installation of Hand Dryers, Hand Soap Dispensers and other equipment.**

BACKGROUND

Proposals are requested from experienced service providers to supply and install hand dryers, hand soap and other equipment listed below for Libode and Ngqeleni offices.

SPECIFICATION

The tools and equipment must be delivered within fourteen (14) days after the appointment, failing which the contract will be terminated. Price must include supply, installation and travelling to Libode and Ngqeleni.

LIBODE OFFICES:

1. Supply and delivery of 21 automatic electric hand driers with 2,5KW; 1 year carry-in warranty; WxHxD: 270 x 240 x 200mm (stainless steel); wall mounted.
2. Supply and delivery of 21 hand soap dispensers: stainless steel, manually hand pressure operated unit, capacity of 500ml, wall mounted.
3. Installation of 21 hand soap dispensers, hand driers and supply of 2m trunking for power cable.

NGQELENI OFFICES:

1. Supply and delivery of 2 automatic electric hand driers with 2,5KW; 1 year carry-in warranty; WxHxD: 270 x 240 x 200mm; stainless steel; wall mounted.

2. Supply and delivery of 2 hand soap dispensers: stainless steel, manually hand pressure operated unit, capacity of 500ml, wall mounted.
3. Installation of 2 hand soap dispensers, hand driers and supply of 2m trunking for power cable
4. 2 X Cordless kettle- 1.7 L, white in colour.
5. 1 x Bar fridge- 93 litres, white
6. 2 X Microwave oven- Digital 20L free standing. At least 18 inches wide and 11 inches high preferable white
7. 1 X Water cooler- Freestanding 18L cold water dispenser with cabinet, white or silver in colour

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.

- **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

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBLE SCORE
Experience relevant to undertake the job- Same projects that were successfully conducted. Please attach signed proof for the completion of such projects.	15	Max 5	75
Methodology- A detailed plan with time frames on how long will it take to deliver and full compliance with terms of reference	15	Max 5	75
TOTAL	30		150

Where : 1 = Poor; 2 = Acceptable; 3 = Good; 4 = Very Good; 5 = Excellent

Formal written price quotations should be submitted in a sealed envelope, clearly marked "**QUOTATION NLM 41/2018 – SUPPLY AND INSTALLATION OF HAND DRYERS, HAND SOAP DISPENSERS AND OTHER EQUIPMENT**" which will be placed in the quotation box at Nyandeni Local Municipality, BN Nomandela Drive, Libode, 5160 before 12h00 on 06 December 2018.

For technical enquiries, please contact Ms. B. B. Nodada at (047) 555 5000/46, 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