



## RFQ 311/2013

### City Hall upgrade

Project specifications:

A. Main Hall:

- Sand wood panelling and apply two coats of varnish.
- Sand eight (8) wooden double doors and door frames and apply two coats of varnish.
- Sand skirting and apply two coats of varnish.
- Apply two coats of black paint to partition on stage
- Prepare and paint stage area only – will be indicated at site meeting
- Sand all coarse spots on walls
- Fill all cracks
- Make good all corners
- Smooth sand rough surfaces
- Apply one coat universal undercoat where necessary
- Apply two coats WALL & ALL paint (same colour)
- Prepare and paint window frames.
- Prepare and paint cornice (colour to be discussed)
- Prepare and paint arch of stage with two coats of paint
- Prepare and paint ceiling of main entrance passage with two coats PVA.

B. Side Hall:

- Replace ceiling and paint with two coats PVA.
- Sand all coarse spots on walls
- Fill all cracks
- Make good all corners
- Smooth sand rough surface
- Apply one coat universal undercoat where necessary
- Apply two coats WALL & ALL paint (Colour to be discussed)
- Prepare and paint window frames.
- Remove floor tiles and replace with industrial type Marley tile.
- Replace cupboard under sink.
- Prepare and paint walls, ceiling, window frame of room next to stage.

C. Mayor's office:

- Sand all coarse spots on walls
- Fill all cracks
- Make good all corners
- Smooth sand rough surface
- Apply one coat universal undercoat where necessary
- Apply two coats WALL & ALL paint (Colour to be discussed)
- Paint ceiling
- Sand wood panelling and skirting and apply two coats of varnish.
- Prepare and varnish doors and door frames.

- Prepare and varnish window frames and clean window panes.

D. Ladies toilet (Down stairs):

- Install new toilet pan, seat and complete cistern. (Vaal hibiscus close couple toilet, front flush and B2 toilet seat).
- Fit night latch (Union or equivalent) to toilet door to the left.
- Replace floor tiles with similar tiles
- Check for roof leaks and fix if necessary.
- Replace faulty extractor fans.
- Replace mirror.
- Replace bottom shelf of cupboard. Paint cupboard.
- Replace skirting where necessary and paint all skirting.
- Sand all coarse spots on walls
- Fill all cracks
- Make good all corners
- Smooth sand rough surface
- Apply one coat universal undercoat where necessary
- Apply two coats WALL & ALL paint (Colour to be discussed)
- Paint ceiling with two coats PVA.

E. Municipal Manager's office:

- Check for roof leaks and repair if found.
- Prepare and paint ceiling with two coats PVA.
- Sand all coarse spots on walls
- Fill all cracks
- Make good all corners
- Smooth sand rough surface
- Apply one coat universal undercoat where necessary
- Apply two coats WALL & ALL paint (Same colour)
- Sand wood panelling and skirting and apply two coats of varnish.
- Prepare and varnish door and door frame.
- Prepare and varnish window frames and clean window panes.

F. Personal Assistant areas:

- Sand wood panelling and skirting and apply two coats of varnish.
- Prepare and varnish doors, door frames and reception counter.

G. Office of the Strategic Manager:

- Prepare and paint ceiling with two coats PVA.
- Sand all coarse spots on walls
- Fill all cracks
- Make good all corners
- Smooth sand rough surface
- Apply one coat universal undercoat where necessary
- Apply two coats WALL & ALL paint (Same colour)
- Prepare and paint skirting with two coats.

- Replace door, sand and apply two coats varnish. Fit two lever lock (Union or equivalent) and night latch (Union or equivalent).
1. **A COMPULSORY SITE INSPECTION TO VERIFY THE SCOPE OF WORK FOR THE ABOVE TASKS WILL BE HELD AT THE CITY HALL, HIGH STREET, GRAHAMSTOWN, ON MONDAY 09 SEPTEMBER 2013. ALL INTERESTED CONTRACTORS MUST BE PRESENT AT THE SITE INSPECTIONS AND SIGN THE ATTENDANCE REGISTER. QUOTATIONS RECEIVED FROM CONTRACTORS WHO DID NOT ATTEND THE SITE INSPECTION WILL NOT BE CONSIDERED.**
  2. **Contractors to quote separately for A, B, C, D, E, F and G above.**

For further information regarding the Site Inspection please contact the Project Manager, Mr. E. W. Mager on 046 -6036024 during normal office hours.

The following conditions will apply:

- Must be registered on the Municipal Suppliers Database;
- Price must be VAT inclusive (for all registered vendors);
- The Municipality is not obliged to accept the lowest or any quotation;
- A firm delivery period must be indicated;
- All quotations will be adjudicated in terms of council's Supply Chain Management Policy;
- The following documentation must be submitted with your quote in order to be considered, failing which will lead to disqualification:
  - a) An original valid SARS Tax Clearance Certificate
  - b) A valid Billing Clearance Certificate from your Local Municipality
  - c) Copy/ies of the Company registration e.g. CK1, CK2, Trust documents, sole provider etc.
  - d) An original certified copy of the B-BBEE certificate
  - e) Completed MBD 4 form (Declaration of Interest)
  - f) Completed MBD 9 form ( Certificate of Independent Bid Determination)
- Please ensure that all returnable documentation are numbered (e.g. page 1 of 5 etc.) and bound in 1 (one ) document ;
- The quotations must be submitted on the Letterhead of your business.
- Please ensure that the returnable documentation is placed in a sealed envelope clearly indicating the RFQ Number & DESCRIPTION on the envelope;
- The quotation box is located upstairs in the Finance Directorate, 86 High Street, Grahamstown, (during normal office hours).
- Quotes that are late will not be accepted. Quotations per fax or E-mail will also not be considered.
- The evaluation criteria is 80:20
- The council reserves the right to award the contract to one or more contractors.

**NB: BIDDERS WHO ARE IN THE SERVICE OF THE STATE WILL NOT BE CONSIDERED.**

Project Manager: E Mager  
Closing Date: 13 September 2013

Contact Details: 046603 6024  
Closing Time: 12H00

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DR PRAVINE NAIDOO  
MUNICIPAL MANAGER