

REQUEST FOR QUOTATIONS
QUOTATION NO: 14/2014

SPECIFICATION FOR: MOWING – MUNICIPAL CEMETERIES

The cemeteries to be included in the quotation are:

- Waai-nek Cemetery
- Old Historical Cemeteries
- Mayfield Cemetery
- Kings Flats
- Lavender Valley Cemetery
- Old East London Road
- Albert Road and Jacob Zuma Drive

Quotes submitted must be for individual sites as above. The evaluation of the bids submitted will be done per cemetery and adjudicated as such.

The above request for a quote will be evaluated in accordance with the two envelope system. The quotation must be placed in two separate envelopes. The one clearly marked functionality and the other price. Failure to comply in submitting the two envelopes will result in a disqualification.

A minimum of 60 points will be required in order to proceed to the financial evaluation

Scoring System	Points	Points	Points	Points	Points	Points	Points
	Waainek	Old Historical	Mayfield	Kings Flats	Lavender Valley	Old East London RD	Albert Road & Jacob Zuma
Required documents: Workmen Compensation, Health and Safety, Recommendation letter	15	15	15	15	15	15	15
Machinery & Equipment							
Weed eaters x 5	20	30	20	20	20	20	20
Lawn mowers x 5	20	30	20	20	20	20	20
Tractor	30	0	30	30	30	30	30
Truck / Bakkie	15	25	15	15	15	15	15
Total	100	100	100	100	100	100	100

NB: Prospective contractors will immediately thereafter be expected to avail themselves for an inspection of their mowing equipment to confirm the suitability thereof for the task at hand. This inspection will be done on the same day of the site meeting as this will be used on adjudication process
Contractors must also submit the following documents as they going to form part of adjudication process, failure to submit these documents will lead to disqualification:

- *Clear track record with proven competencies in the field*
- *Submission of recommendation letter for work done not older than 3 months.*
- *Company Health and Safety Measures/ Health and Safety File*
- *Workmen Compensation Certificate from Department of Labour*
- *Availability of Machinery and Equipment designed to execute the job*

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 binded 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 SITUATED 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

A COMPULSORY SITE INSPECTION WILL TAKE PLACE ON MONDAY 01 DECEMBER 2014 AT 09:00 AT PARKS DEPARTMENT.

ALL EQUIPMENT WILL BE INSPECTED IMMEDIATELY AFTER THE BRIEF IN THE SITE MEETING; ALL CONTRACTORS ARE INVITED TO OBSERVE THE INSPECTION.

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

The quotation must be submitted on the letterhead of your business and hand delivered at the Finance Offices, High Street in Grahamstown

For further enquiries contact Mr Kwanele Mbangi @ 046 603 6063

Closing date: 05 December 2014

Closing time: 12h00

MS. P. YAKO
ADMINISTRATOR