

REQUEST FOR QUOTATIONS

QUOTATION NO: 19-2014

**SPECIFICATION FOR: REPAIRS AND SERVICING OF WATERLESS TOILETS IN ALICEDALE,
SEVEN FOUNTAINS AND CONNINGHAM**

Quotations are requested for the following items from suitable service providers:

1. Scope

The scope covers repairs and servicing of waterless toilets in Alicedale, Seven fountain and Conningham.

Items to include but not limited:

- *Repairs to include but not limited:*
- *Fixing of broken doors.*
- *Fixing of broken winding system.*
- *Emptying and removal of the sludge which is stuck on the toilet sit pans.*

2. Qualifications to the Quote:

Service providers to visit the areas where the toilets are as to quantify the scope of work to be done correctly.

Quotes to include labour to execute the works.

Locality:

23 toilets are in Alicedale

13 in Conningham and

14 in Seven Fountain

3. COMPULSORY SITE BRIEFING

A compulsory briefing session for service providers will be held at the Hill Street Library on Tuesday the 20 January 2015 at 10:00 – failure to attend will result in disqualification

The following conditions will apply:

- Must be registered on the Municipal Suppliers Database (Please state your supplier number as proof of registration);
- 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
(UNLESS the bidder is registered on othe Accredited Supplier Database of the municipality AND the municipality has a valid original tax clearance certificate on record. The onus is on the service provider / bidder to ensure that the Municipality has a valid original tax clearance certificate on record (prior to submission of their quotation).
 - 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) Original certified copies of Directors Identity Documents
 - e) An original certified copy of the B-BBEE certificate
 - f) Completed MBD 4 form (Declaration of Interest)
 - g) 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

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: N Tschicilela

Closing date: 23 January 2015

Closing time: 12:00

B KHUMALO
ACTING MUNICIPAL MANAGER

Makana Municipality shall strive to ensure sustainable, affordable, equitable and quality services in a just, friendly secure and healthy environment, which promotes social and economic growth for all.

...a great place to be
