

REQUEST FOR QUOTATIONS

QUOTATION NO: 29- 2014

SPECIFICATION FOR: MOWING OF MUNICIPAL CEMETERIES

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

1. Scope

Quotations are hereby invited from suitable service providers for the following items:

The cemeteries to be included in the quotation are:

- Waai-nek Cemetery
- Old Historical Cemeteries
- Mayfield Cemetery
- Kings Flats
- Lavender Valley Cemetery

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

COMPULSORY CONDITIONS IN RELATION TO THIS RFQ IF THEY ARE NOT COMPLIED WITH IT WILL RESULT IN DISQUALIFICATION

- THIS IS A TWO (2) ENVELOPE SYSTEM WITH MINIMUM QUALIFYING POINTS OF 60
- ENVELOPE 1: PRICING; ENVELOPE 2 : FUNCTIONALITY
- THE FOLLOWING DETAILS NEED TO BE ON EACH ENVELOPE
- RFQ NUMBER; COMPANY NAME; ENVELOPE NUMBER AND DESCRIPTION

FUNCTIONALITY SCORING

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

Eligible bidders to attend a **compulsory site inspection on site on 31 March 2015**, commencing from the Parks and Recreation Department offices off Gray Street at 10h00 where queries as to work details and other related information will be attended to.

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

NB: All equipment will be inspected immediately after the brief in the site meeting; contractors are invited to observe the inspection.

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.
- **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.

For further enquiries contact: Mr Mbangi (046)603 6093

Closing date: 02 April 2015

Closing time: 10:00

M PLANGA
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
