



**RFQ 017/2016-17**

**Makana Local Municipality hereby invites experienced and competent service provider to provide quotes for Provision of Mowing and General Ground Clean-Up of Makana Cemeteries**

<b>Project Name</b>	<b>Contract Number</b>	<b>Points Allocated</b>	<b>Contact Person</b>	<b>Compulsory Briefing</b>	<b>Date</b>
Provision of Mowing and General Ground Clean-Up of Makana Cemeteries	<b>017/2016-17</b>	<b>80/20</b>	<b>Mr.K. Mbangi 046 603 6072</b>	<b>Parks &amp; Recreation Department 23/11/2016 @ 9:00</b>	<b>30/11/16 @ 12:00</b>

**All RFQ's submitted will be evaluated in terms of the Council's Supply Chain Management and the Preferential Procurement Policies. All bidders have to be registered on the Makana Municipal Supplier Database and CSD.**

The minimum specifications are detailed in the Terms of Reference document and are available at Makana SCM unit at no cost to the service provider.

THE FOLLOWING DOCUMENTS MUST ACCOMPANY TENDERS SUBMITTED BY PROSPECTIVE SERVICE PROVIDERS IN ORDER FOR THEM TO BE CONSIDERED. FAILING WHICH THEY WILL BE DISQUALIFIED:-

- a) **Original Valid SARS Tax Clearance certificate**
- b) **Original Certified copy/ies of Identity Document/s of the Directors**
- c) **Copy/ies of Company composition documents e.g. CK1, Ck2 or Trust document**
- d) **Valid Billing Clearance Certificate from your local municipality ( with contactable references) or valid lease agreement (copy)**
- e) **Completion of MBD4 and MBD9 forms**

**BIDDER'S EMPLOYED BY THE STATE WILL NOT BE CONSIDERED**

A VALID CERTIFIED COPY OF THE TENDER'S B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR B-BBEE PREFERENCE POINTS.

### Selection Process & Criteria

- Clear track record with proven competency 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/Letter of good standing 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. If not inspected on the day the site meeting your quote will be deemed as non-responsive.*

### **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2011 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-**

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of "functionality" will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price.

FUNCTIONALITY	POINTS
Required documents: Workmen Compensation, Health and Safety, Recommendation letters	10
<b>Machinery &amp; Equipment</b>	
Lawnmower x 2	20
Weed eaters x 5	40
Tractor	25
Truck / Bakkie	15
Total	100

**Late submitted, faxed, falsified and e-mail tender documents will not be considered.**

**Closing Date:** Completed bid documents in sealed envelopes, clearly marked "**Provision of Mowing and General Ground Clean-Up of Makana Cemeteries**" should be deposited in the RFQ box situated at No 86 High Street 1<sup>st</sup> Floor Budget & Treasury Department: Makana Local Municipality Offices Grahamstown not later than 30 November 2016 @ 12H00 where they will be opened in public.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Technical Enquiries are to be directed as follows: Mr. K. Mbangi on 046 603 6072 or [kwanelembangi@makana.gov.za](mailto:kwanelembangi@makana.gov.za)

All SCM related enquiries are to be directed as follows: Ms. C Mani Tel: 046 603 6130

  
Mr. M. PLANGA  
ACTING MUNICIPAL MANAGER

## Specification

### Mowing and General Ground Clean-Up of Makana Cemeteries

All the lawns shall be neatly trimmed and maintained to a height not greater than 25mm.

All the edges are to be neatly trimmed to the same standard as the grassed areas.

Care must be taken not to cause damage to the stems of trees and shrubs when trimming edges.

Trimming and mowing shall be undertaken simultaneously or with within 10 days of the contact commencing.

The contractor shall collect and remove all litter and foreign objects from the site, prior to mowing and dispose of it at the municipal refuse site.

The contractor shall remove all grass cuttings from the site within the 10 days window period allowed for completing the contract.

Work shall commence within 7 working days on the receipt of an official municipal order OR written approval.



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Mr. M. Planga  
Acting Municipal Manager