



REQUEST FOR QUOTATIONS

RFQ No: 286/2013

DESIGN AND INSTALLATION OF INFORMATION SIGN BOARDS

Quotations are requested from experienced and suitable service providers to design and install information signboards at the following points:

- A 4.8 x 4 m generic map at the intersection of Dr Jacob Zuma Drive and Fort Beaufort Road(Old East London Highway)
- A 4.8 x 4 m map indicating the location of Kwam eMakana homestays.

Specifications:

- The signboard should be developed on chromadek profile complying with SABS standard reflectivity.
- Supporting poles should be on galvanized steel

The quotations are to be placed in two separate envelopes sealed envelopes one for Functionality and the other for Price. Envelopes for functionality will be opened and evaluated first and those bidders' price envelopes who fail to acquire the minimum 50% qualifying mark on functionality will not be evaluated for price. Functionality will be scored as follows:

Relevant experience	20
Understanding of the project scope	40
Clarity of the action plan	30
Knowledge of Makana region	10

The following conditions will apply:

- **Must be registered on the Municipal 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.
- The two envelopes should be clearly marked “Design and Installation of tourism signs”.
- 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.

Project Manager: Mr. T. Sindane

Contact Details: (046) 603 6124

Closing Date: 26 August 2013

Closing Time: 12H00

**DR PRAVINE NAIDOO
MUNICIPAL MANAGER**