



UMFOLOZI MUNICIPALITY

QUOTE NO. : QUO/623/2018

MABHUYENI COMMUNITY HALL – CLUSTER 2

**REQUEST FOR QUOTATION FOR THE INSTALLATION OF ROOF COVERING, CEILING
PARTITION AND ACCESS FLOORING**

NAME OF TENDERER :

ADDRESS :

.....

.....

TELEPHONE No. :

EMAIL. :

QUOTE AMOUNT :

COMPILED BY:

uMfolozi Municipality
25 Bredilia Street
Kwa-Mbonambi
3915
Tel: 035 580 1421
Fax: 035 580 1141



**uMfolozi Municipality
QUO/623/2018**

**MABHUYENI COMMUNITY HALL – REQUEST FOR QUOTATION FOR THE
INSTALLATION OF ROOF COVERING, CEILING PARTITION AND ACCESS
FLOORING**

uMfolozi Local Municipality is hereby inviting suitable qualified service providers for the refurbishment of the community halls located in Ward 07 of municipality. This advert calls for all local contractors with CIDB grading limited to 1GB and have their businesses established within the uMfolozi Local Municipality.

SCOPE OF WORK WILL INCLUDE, BUT NOT LIMITED TO:

- Supply and installation of roof trusses, Supply and installation of hoop iron and beam filling, Engineer inspection fees

PROPOSALS MUST BE RETURNED WITH THE FOLLOWING DOCUMENTS:

- Certified copy of Company Registration Document including identity documents for all Company Directors or Shareholders,
- Original Tax Clearance Certificate or Tax Pin,
- Certified copy of BBBEE Certificate accredited by recognized institution,
- Proof of CSD registration,
- Original Letter from the Ward Councillor
- Original Letter stamped by the traditional Council

SPECIFICATIONS AND COMPULSORY BRIEFING: A compulsory briefing session will be held on the **01 August 2018** starting at 10h00 at the uMfolozi Municipality Council Chambers, 25 Bredelia Street, Kwa-Mbonambi. Bidders that do not attend the meeting will be disqualified. **No bidders will be allowed to enter the briefing venue after 10h20**

Tender documents will be collected at uMfolozi Municipal offices, located at 25 Bredelia Street, Kwa-Mbonambi during office hours from the 30 July 2018. A non-refundable tender deposit of R50 payable in cash or by a bank guaranteed cheque made out in favour of uMfolozi Municipality is required on collection of tender documents. Only service providers with documents will be allowed at the briefing session.

CLOSING DATE: Documents shall be sealed in an envelope clearly endorsed with the bid number for the relevant project e.g. **QUO/623/2018: “MABHUYENI COMMUNITY HALL – CLUSTER 1”** and must be placed in the tender box at uMfolozi Municipal Offices at 25 Bredelia Street KwaMbonambi no later than **12h00** on the **08 August 2018**.

EVALUATION CRITERIA: Bids will be evaluated using 80/20 principle of the Preferential Procurement Policy Framework.

The Municipality will accept no responsibility for the late delivery of tenders by courier services or any other means. The lowest or any other quotations may not necessarily be accepted by the Municipality. Bid shall remain valid for a period of 90 days from the closing date..

BID ENQUIRIES: Technical related enquiries can be directed to the Senior Manager Technical Services: Mr SG Hlatshwayo, and all Supply Chain related enquiries to the Acting Chief Financial Officer, Mr VG Mdletshe on (035) 580 1421.

**KE GAMEDE
MUNICIPAL MANAGER**

ENCLOSURE

- | | | |
|----|------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. | SPECIFICATIONS | SECTION A |
| 2. | PREFERENTIAL PROCUREMENT

Price preference in points (to be included should preference points be claimed) | SECTION B |
| 3. | CLARIFICATION MEETING CERTIFICATE | SECTION C |
| 4. | COMPANY REGISTRATION DOCUMENTS | SECTION D |
| 5. | Valid TAX CLEARANCE CERTIFICATE | SECTION E |
| 6. | CIDB REGISTRATION CERTIFICATE | SECTION F |
| 7. | CSD REGISTRATION CERTIFICATE | SECTION G |
| 8. | PROOF OF RESIDENCE FROM WARD COUNCILLOR | SECTION H |
| 9. | PROOF OF RESIDENCE FROM TRIBAL COUNCIL | SECTION I |

NB:

- ♣ All forms must be completed; failing to do this will invalidate your application.
- ♣ If any of the forms, or portion of any form is not relevant, please indicate it on the form by marking it "N/A"

1. SPECIFICATION OF

1.1 Details Relating to the Refurbishment to Mabhuyeni Community Hall

The work to be executed comprises of the following:

- Supply and Installation of Roof Coverings
- Installation of Ceiling Partition
- Installation of Access Flooring

1. PREFERENTIAL PROCUREMENT

F.3.11	Evaluation of Tender Offers		
The procedure for evaluation of responsive tenders will be Method 2: Financial Offer and Preferences in accordance with the 80/20 Point System in full compliance with the Preferential Procurement Regulations, 2011 included under Part T2.			
Tenders will be evaluated on a two (2) stage basis as follows: -			
Stage 1: Functionality			
Tenderers' experience/ability to undertake works of similar nature will be evaluated in terms of a Functionality Score Card as presented below. Only Tenderers scoring a minimum of 60% or 30 points as scored against the scorecard below shall be considered for further evaluation under <i>Stage 2</i> .			
CATEGORY	PREFERENCE	MAXIMUM POINTS CLAIMABLE	
1	The Site Foreperson should have the following experience: 1 year experience in similar project = 10 points, 2 year experience in similar project = 20 points, 3 year experience and above in similar projects = 30 points. The tenderer should attach curriculum vitae (CV) with traceable references	N/A	
2	Demonstrated appropriate construction plant or equipment availability: Demonstrated ownership or arrangement for plant and equipment availability on SECTION J = 20 points No plant or equipment ownership, and arrangements demonstrated on SECTION J = 0 points, = 10	N/A	
	(DOCUMENTARY PROOF MUST BE ATTACHED) Proof of business establishment within uMfolozi Local Municipality. (See attached returnable schedules, section H and I)	N/A	

Stage 2: Scoring Financial Offer: 80/20 preference points system will be used for evaluation.

(a) Financial Offer

The financial offer will be scored using the following formula

$$Nf = W1 \times [1 - (P - P_m) / P_m]$$

Where:

- W1 = **80** for financial values up to R50 000 000 (inclusive of VAT) of all responsive bids received, and **90** for financial values over R50 000 000;
P_m = the value of the comparative offer of the most favourable bid;
P = the value of the comparative offer under consideration

The Other 10 points of the Scoring System

A maximum of 10 points may be awarded to a Bidder for preference points based on the preference points claim form in terms of the preferential procurement regulations

F.3.11.4 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 System shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad - Based Black Economic Empowerment Act;

2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15... **“sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;**
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

Price shall constitute 90 points and shall be calculated as per Clause F.3.11.1.

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

F.3.13 Acceptance of Bid Offer

F.3.13.1 Bid offers will only be accepted on condition that:

- (a) the Bidder has submitted with his bid an original valid Tax Clearance Certificate issued by the South African Revenue Services
- (b) the Bidder is registered with the Construction Industry Development Board in an appropriate contractor grading designation;
- (c) the Bidder is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;
- (d) the Bidder or any of its directors is not listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
- (e) the Bidder has not:
 - (i) abused the Employer's Supply Chain Management System; or
 - (ii) failed to perform on any previous contract and has been given a written notice to this effect.
- (f) the Bidder or a competent authorized representative of the Contractor who submitted the bid has attended the compulsory clarification meeting and/or site inspection, as specified;
- (g) the bid offer is signed by a person authorized to sign on behalf of the Bidder;
- (h) a Bidder who submitted a bid as a Joint Venture has included an acceptable Joint Venture Agreement with his bid.

F.3.18 Copies of contract

The number of paper copies of the signed contract to be provided by the Employer is: **One**.

F.3.18a Contract Administration and Supervision

The contract shall be administered and supervised using the General Conditions of Contract 2015 3RD Edition (GCC 2015+).

UPON FAILURE ON THE PART OF A BIDDER TO SUBMIT A VALID BBEE VERIFICATION CERTIFICATE OBTAINED FROM A SANAS ACCREDITED VERIFICATION AGENCY, THE BIDDER WILL NOT BE ELIGIBLE TO CLAIM FOR PREFERENTIAL POINTS.

2. CLARIFICATION MEETING CERTIFICATE

This is to certify that I/We

Of (Tenderer)

.....

.....

Of (address)

.....

.....

Telephone number

Fax number

Email

On date

SIGNED BY / ON BEHALF OF EMPLOYER

.....
NAME

.....
SIGNATURE

.....
DATE

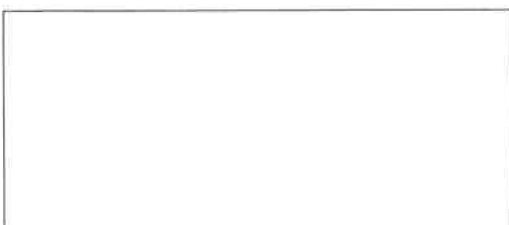
SIGNED BY/ON BEHALF OF TENDERER

.....
NAME

.....
SIGNATURE

.....
DATE

uMfolozi Local Municipality Stamp



3. PAGE TO WHICH A CERTIFIED COMPANY REGISTRATION DOCUMENT AND IDENTITY DOCUMENTS OF COMPANY DIRECTORS OR SHAREHOLDERS MUST BE ATTACHED

Please attach your Company Registration Document to this page.

Please attach all identity documents of company directors or shareholders to this page.

4. PAGE TO WHICH AN ORIGINAL VALID TAX CLEARANCE CERTIFICATE MUST BE ATTACHED

Please attach your original valid Tax Clearance Certificate to this page.

FAILURE TO DO SO WILL LEAD TO YOUR QUOTATION TO BE DISQUALIFIED.

5. PAGE TO WHICH A VALID ORIGINAL (OR VALID CERTIFIED COPY) CONTRACTOR'S CERTIFICATE OF REGISTRATION WITH CIDB MUST BE ATTACHED

Please attach a valid original (or valid certified copy) contractor's certificate registration issued by the Construction Industry Development Board (CIDB) to this page.

Alternatively the CIDB registration number can be provided as follows:

Name of Entity registered with CIDB: _____

Registration number: _____

Registration category and class: _____

FAILURE TO DO SO WILL LEAD TO YOUR QUOTATION TO BE DISQUALIFIED.

6. DECLARATION OF SERVICE PROVIDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Quotation Document must form part of all Quotations invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The Quotation of any service provider may be rejected if that service provider, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the Quotation.

Item	Question	Yes	No
4.1	Is the service provider or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the service provider or any of its directors listed on the Register for Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Quotation Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

SECTION G

4.3	Was the service provider or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the service provider or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the service provider and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Firm



uMfolozi LOCAL MUNICIPALITY
COUNCILLOR
PO Box 25 Bredelia street, KwaMbonambi, 3915 Office Tel: 035 5801421- Office Fax: 035 5801196
Cell:

Date issued :2018

To :

Town :

I, Councillor ID No: duly authorized representative of uMfolozi Local Municipality hereby confirm

That

with ID No:is residing at

.....

In wardof uMfolozi Local Municipality.

Therefore any assistance that you may be in a position to render would be highly appreciated.



**CLLR ZD MFUSI
SPEAKER**

Official Stamp

Signed at.....on thisday of2018.

DECLARATION BY THE RESIDENT

I,a resident of Wardof uMfolozi Municipality, with ID Nohereby confirm that the information provided to the Councillor is to the best of my knowledge, valid, true, correct and can be held liable and accountable, should it be found misrepresented of myself.

Signature of Resident.....

Signed aton this.....day of2018.

ISSUED FREE OF CHARGE / ITHOLAKALA MAHHALA

PROOF OF RESIDENCE FROM TRIBAL COUNCIL

**uMFOLOZI LOCAL MUNICIPALITY
KZ 281**



**P. O. Box 96
Kwa-Mbonambi
3915**

**25 Bredelia Street
Kwa-Mbonambi
3915**

**Tel: 035-580 1421
Fax: 035-580 1141
Web: www.umfolozi.gov.za**

To whom it may concern:

This letter serves to confirm that ID no. is the resident of Reserve, under the leadership of Inkosi, he or she is the owner or director of the company named, registration number which is located in (isigodi).....

Trust you will find the above in order.

Thank you

Yours Faithfully

Name:

Name:

Sign:

Sign:

Date:
(TRIBAL AUTHORITY)

Date:
(COMPANY REPRESENTATIVE)

OFFICIAL STAMP



Unit	Description	Unit	Quantity	Rate	Amount
1	PRELIMINARY AND GENERAL				
1.1	Establishment, de-establishment and all other contractual related obligations	SUM	1		
1.2	Compliance with Occupational Health and Safety Construction Regulations	SUM	1		
	Total Carried to Summary				
2	ROOF COVERING				
2.1	Supply of roof covering:	sum	1		
	IBR 0.53mm ZincAl Sheeting - Colour Clout Nail 32mm Galv. Radenshield Climasential Double Sided Wire 1.6mm Diameter Galvanised Barge Board 80x200x3m F/C Facia Board 10x225x3.6m F/C Joiner Barge 80x200 PVC Joiner Facia 10x225 PVC Twist Fast Nails 65x3.15mm				
	Total carried to Summary				
3	CEILING PARTITION AND ACCESS FLOORING				
3.1	The rate shall include the supply and installation of: Everite Nutec plain Nail-up ceilings with drywalls screws with H Profile steel joining stripes -Ceiling fixed and to and including 38x38 sawn softwood brandering spaced at 450mm centres in one direction and spiked to softwood tie beam	m ²	380.45		
3.2	The rate shall include the supply and installation of: 75 stock covered cornice with top edged nailed through ceiling sheet to soft wood brandering and bottom edge bedded in plaster against steel nailed to wall	m	150		
	Total Carried to Summary				
4	LABOUR SUPPLY	sum	1		
	Supply Labour, plant and equipment for the installation of roof trusses (354.40m ² roof area)				
	Total carried to Summary				

Section	Description	Amount
1	PRELIMINARY AND GENERAL	
2	ROOF COVERING	
3	CEILING PARTITION AND ACCESS FLOORING	
4	LABOUR SUPPLY	
Nett Total Tender Amount		
Allowance For (VAT 15%)		
Total Tender Sum		