



(045) 932 8218



(086) 216 8784



1, Seller Street, Maclear, 5480

Dear Sir / Madam

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated at 1 Seller Street, Maclear, Finance Department, Cashiers Reception area before 12h00 on the 14 February 2017. For **queries** please email to Mr. K Sobekwa on [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) or faxed to 086 216 8784

For Technical Enquiries: Mr. K.Kokose

Tel: 045 932 8188

Finance Department: K. Sobekwa

Tel: 045 932 8218

### **ADVERT: ASSESSMENT OF UGIE MATERIAL RECOVERY FACILITY ELM-5/018/2016-2017**

**The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:**

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Company registration certificate(CK)
- Certified ID documents of the Directors.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 or Tax compliance status documents with PIN from SARS
- An original or certified BBBEE certificate copy.
- 80/20 preferential procurement point system will be applied..
- Proof of registration with national treasury (CSD).
- Completed **MBD 4, MBD 8, MBD 9** and (downloadable from website and collectable at Supply Chain Offices).
- A recent Municipal account statement, lease agreement or affidavit stating you aren't liable to pay rates at your business premises.

#### **The Minimum Threshold**

The minimum threshold for functionality is 70%

#### **BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- The Elundini Local Municipality Supply Chain Management Policy will apply;
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE

DATE

08/02/2017

## SPECIFICATION

### Scope of work

Determine the size of the structure
Assess storm water management (rain water runoff impact)
Determine health and safety issue
Certify the structure to be acceptable
Determine the needed electrical capacity
Determine the estimated cost of repairs needed, if there are any repairs needed
Draft the specification for the repairs or rectifications needed



### Functionality assessment

Criteria	Sub criteria	Points Allocation
<b>Previous Experience</b> Organisational Capacity and experience with a relevant experience within last 3 years. (attach company profile with contactable references)	The service provider must submit their appointment letters or completion certificates.	20
	1 Project = 5 points	
	2 Projects = 10 Points	
	3 Projects = 15 Points	
	4 Projects = 20 Points	
<b>Expertise</b> National Diploma in Civil or equivalent (NQF level 6 or higher)	Submit Curriculum Vitae with ECSA Registration and a clear relevant experience in the Civil for the past three (3) years and above contactable references must be provided	30
	3 years and above = 30	
	Less than 3 years = 0	
<b>Occupational Health and Safety Plan</b>	Submit Curriculum Vitae of safety officer with SAIOSH Registration and a clear relevant experience above contactable must be provided.	30
	3 years and above = 20	
	Less than 3 years = 0	
	Occupational Health and Safety Plan relevant to this project. Submission of safety plan=10 Non-submission of safety plan=0	
<b>Methodology</b> Adherence to the scope of work	Detailed approach, methodology and process to be adopted in the project. Project plan to be linked to the deliverables and outputs	20
	30 working days = 20	
	less than 30 working days =0	
<b>TOTAL</b>		<b>100</b>

### EVALUATION CRITERIA

*[Handwritten signature]*

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00



Price - 80 point  
B-BEE status level of Contribution - 20 points

**BBBEE Points Breakdown:**

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non - compliant	0

**DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480

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*Published on 08 January 2017*

A large, handwritten signature in black ink, appearing to be 'K/Leo'.