



SOL PLAATJE MUNICIPALITY

INVITATION FOR QUOTATION

Q078/2011

INSTALLATION OF HYGIENE SERVICES AND GOODS

SUPPLIER _____

ADDRESS: _____ TEL NO: _____

_____ CELL NO.: _____

_____ FAX NO: _____

Prepared for:-
Sol Plaatje Municipality
Private Bag X5030
KIMBERLEY
8300

Prepared by: -
ACQUISITIONER: Estelle Harris
LINE MANAGER: Phetole Sithole
Private Bag X5030
KIMBERLEY
8300

Teusday 31 May 2011

SOL PLAATJE MUNICIPALITY

INVITATION FOR QUOTATIONS

Directorate: **STRATEGY,ECON.DEV. & PLANNING** Section: **LED & TOURISM**

Contact person: **PHETOLE SITOLE** telephone: **053 – 830 6211**

*Documents are obtainable from:
Contract Department, City Hall, 2 Market Square, Kimberley
Telephone: 053 8078482/3/9*

Date: **31 May 2011**

Reference No. **"Q078/2011"**

Q078/2011:

INSTALLATION OF HYGIENE SERVICE AND GOODS
INVITATION FOR QUOTATIONS FOR ORDERS
ABOVE R30 000 BUT LESS THAN R200 000

**ALL QUOTATIONS MUST BE SUBMITTED WITH A COMPLETED
PREFERENCE POINT SYSTEM PROCUREMENT CERTIFICATE**

**ANY QUOTE WILL NOT NECESSARILY BE ACCEPTED AND THE COUNCIL RESERVES
THE RIGHT TO ACCEPT THE WHOLE OR ANY PART OF ANY QUOTE**

**QUOTATIONS SUBMITTED BY NON-REGISTERED (DATA BASE) PROVIDERS WILL ONLY BE
CONSIDERED IF A VALID ORIGINAL TAX CLEARANCE CERTIFICATE
FROM SARS IS SUBMITTED WITH THIS QUOTATION (FOR AMOUNTS ABOVE R15000.00)**

GENERAL CONDITIONS

Quotations must be submitted using this official quotation form.

- (1) **PRICES ALTERED BY MEANS OF CORRECTION FLUID WILL NOT BE CONSIDERED**
- (2) All quotations must be submitted with a completed Preference point system procurement certificate.
- (3) Prices quoted must include value added tax, delivery charges **and offloading to Herlear Substation, Kimberley.**
- (4) Any quote will not necessarily be accepted and the Municipality reserves the right to accept the whole or any part of any quote and the bidder scoring the highest number of points will not necessarily be accepted.
- (5) **Preference will be given to Database Suppliers.**
- (6) Quotations submitted by non-registered (data base) providers will only be considered *if a valid original tax clearance certificate from SARS* is submitted *with this quotation* (for amounts above R15000.00) and if all information is submitted as required in the company profile form attached. (Refer to listing Criteria Form, SQD 6.1)

SQD1

- (7) Quotations submitted by registered providers will only be considered if a copy of proof of registration is submitted with this quotation.
- (8) All quotations will be evaluated on a point system in accordance with the provisions of the Preferential Procurement Policy Framework Act No. 5 of 2000.
- (9) Sealed quotations, outwardly marked: **"Q078 /2011: "Installation of Hygiene Services and Goods"** must be addressed to the **Municipal Manager** and placed in the: **Tender Box, Ground Floor, Main Entrance of the City Hall, 2 Market Square, Kimberley** not later than **11:00 on MONDAY, 9 June 2011.**
Quotations will be opened in public in the Boardroom of the City Hall immediately after closing the same day.
- (10) Invoices received before the last working day of each month will, as far as possible, be paid not later than the 15th day of the following month.

IS YOUR COMPANY REGISTERED AS AN AUTHORISED PROVIDER WITH SOL PLAATJE MUNICIPALITY?

YES NO IF YES, PROVIDE REGISTRATION NO. _____

DELIVERY TIME _____

SETTLEMENT DISCOUNT ALLOWED _____ % _____ DAYS

THESE QUOTED PRICE/S WILL HOLD GOOD UNTIL _____

AUTHORISED BY BIDDER: PRINT NAME: _____ SIGNATURE: _____

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE NO. _____ FAX NO. _____

E-MAIL ADDRESS _____

PRICE SCHEDULE AND SPECIFICATIONS

Suppliers are to adhere strictly to the specifications given.

Not adhering to the specifications, will result in the quotation not being considered.

THE SERVICE PROVIDER WILL BE EXPECTED TO ADHERE TO THE FOLLOWING:

SPECIAL CONDITIONS:

- It is responsibility of the service provider to also do site visits to assist them to determine quantity required.
- The successful bidder will have to ensure that the stipulated items in excel sheet are ALWAYS supplied and installed regularly and on time:
- The successful contractor must ensure that enough back-up of hygiene material, specifically toilet papers and ultima are kept on site in case of sudden shortage thereof.
- Service providers are requested to charge the following items with once-off figure which need to be distributed evenly over a period of six (6) months. Once the amount is settled then these items will automatically be the property/assets of Sol Plaatje Municipality, however service provider are requested to provide Sol Plaatje Municipality with replacement cost for each item when replacing the damaged or broken items.

Air towel	Paper towel cabinet ultima	Bin wall mounted
Soap dispenser	Wipe dispenser	Air freshener dispenser
She bin pedal	Auto janitor dispenser	Toilet roll holder

-
- The successful bidder must do a weekly inspection on the quality and standard of hygiene services rendered and must submit a weekly report to LED Manager/Tourism Manager or any representative of Sol Plaatje Municipality at the Tourism information Centre, of any defects in and to area concerned e.g. blocked urinal ports, etc.
- The services will be rendered during working hours from Monday to Friday excluding Weekend and public holidays (8:00 – 16:30).
- The contractor shall comply with the Health and Safety Act and other applicable regulations.
- The LED/Tourism Information Centre will not be held responsible in any way for the damages, losses, theft of equipment or any valuables of the contractor or injury of his/her employees while on site or in the execution of their duties. The service provider will be held responsible for damages of items caused by public at information centre.
- During the delivery, the contractor will ensure that the service provider's representative is accompany by official within department when the representative perform his/her duties, and he/she must provide a duplicated job card inventory that must be signed by both parties when goods are delivered.
- Sol Plaatje Municipality and the service provider will enter into an agreement through the signing of Service Level Agreement in terms of services to be rendered.
- The service provider is entirely obliged to repair or replace any any default with no cost charged.
- Sol Plaatje Municipality will enter into a one year contract with the service provider.

LIST OF ITEMS	BRAND NAME	DESCRIPTION OF ITEMS	QUANTITY	FREQUENCY OF SERVICE	RATES IN RAND VALUE
1. Air freshener dispenser aqua		Plastic dispenser Automatic Dimensions(mm): Width-120 Height-205 Depth-90 Voltage:DC3V Battery: D-cell		Air freshener must be replaced twice a month.	
2. Air freshener refill		Operation: Metered valve Capacity 275 ml- 3000 sprays			
3. Hand soap dispenser		Plastic Capacity: 1000ml Dimensions (mm): Width:110 Height: 270 Depth: 100			
4. Hand soap refill		Antibacterial Foam soap			
5. She-bin		Capacity:20l Operation: Pedal Dimensions (cm) Height: 476 Width: 428 Depth: 174		All she bins must be emptied and cleaned, two times a week.	
6. She-bin liner		30 micron Dimensions: Width:610 Height: 620			
7. She- bin powder		Specification: Anti-microbial			
8. Sani bag dispenser		Specification: ABS plastic Dimension (cm): Length: 13 Width: 10			
9. Sani-bag refill		Specifications: Bio degradable plastic Tie handle closure Anti-microbial embedded			
10. Auto janitor dispenser		Specifications: ABS plastic Dimension (mm): Length: 125			

		Width: 90 Height:210 Operation: 6V DC			
11. Auto janitor refill		Delivers 3000 metered doses per refill Acid based cleaner			
12. Toilet seat Sanitizer dispenser		Specification: Material:ABS plastic Dimension (mm): Length:95 Width: 125 Height: 195			
13. Toilet seat sanitizer refill		Bio Degradable 2000 metered doses			
14. Paper towel dispenser		Dimensions (mm): width: 257 Height: 375 Depth:105			
15. Paper towel refills		2 ply paper Dimensions (mm) Width: 240 Depth:335			
16. Waste bin		Material: ABS Plastic 13l capacity Dimensions: Width:250mm Height:395mm Depth:310mm			
17. Personal Hand sanitizers					
NETT TOTAL AMOUNT, R					

*** FOR OFFICE USE ONLY***

AS AGREED BY : -

LINE/PROJECT MANAGER: _____ DATE: _____

ACQUISITION MANAGER: _____ DATE: _____

APPROVED BY:

SUPPLY CHAIN MANAGER: _____ DATE: _____

**PREFERENTIAL, HDI AND SPECIFIC GOALS BALANCED SCORECARD:
(80/20 PREFERENCE POINT SYSTEM)**

IMPORTANT: -

Failure on the part of a bidder to complete this section shall be interpreted to mean that the preference points for the following equity ownership by HDI and/or achieving the following goals are not claimed.

Penalty: -

Upon detecting any false claim or statement hereunder will result in the bidders de-registration and the bidder will be prevented from participation in future contracts for a period of three (3) years.

(1) Shareholding by HDI

(See General Definitions in this document)

	Description	Maximum Points	Percentage Ownership (%)	# (See below) Percentage involvement of individuals Exercising control over Enterprise and are Shareholders (%)
1.1	“Black People” Percentage Points” (See General Definitions in this document)	10		
1.2	Gender, percentage Ownership by Female Individuals.	3		
1.3	Disablement, percentage Ownership by Disabled Individuals	2		
1.4	Youth, percentage Ownership by Youth	2		

(2) Specific Goals

	Description	Maximum Points	Mark if applicable
1.1	Enterprise operating within the Frances Baard District Area	3	

Signature of Bidder: _____

Date: _____

CONTROL is the power to govern the financial and operating policies of an enterprise so as to obtain benefits from its activities and **INVOLVEMENT** refers to the degree / percentage active involvement in the day to day activities of the enterprise. Therefore the percentage indicated must be the percentage active involvement of individuals who have control over the enterprise and are shareholders.

The Equity Ownership will be equated to the percentage active involvement for scoring and evaluating points.

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AS AGREED BY : -	
LINE/PROJECT MANAGER: _____	DATE: _____
ACQUISITION MANAGER: _____	DATE: _____
APPROVED BY:	
SUPPLY CHAIN MANAGER: _____	DATE: _____

METHOD OF POINTS CALCULATION (Continued)

ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE

Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDI's, or in the case of a company, the percentage shares that are owned by individuals classified as HDI's, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

ADJUDICATION USING A POINT SYSTEM

The bidder obtaining the highest number of points **may** be awarded the contract.

Preference points shall be calculated after prices have been brought to a comparative basis.

Points scored will be rounded off to 2 decimal places.

In the event of equal points scored, the bid **will** be awarded to the bidder scoring the highest number of points for specified goals.

POINTS AWARDED FOR HISTORICALLY DISADVANTAGED INDIVIDUALS

Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

Listed companies and tertiary institutions do not qualify for HDI preference points.

A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.

A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Quotation Document must form part of all quotes 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 Any quote may be rejected if the supplier, or any of it’s 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. willfully 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 Bid 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 quote: -

Item	Question	Yes	No
4.1	Is the bidder 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 bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender 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:		
4.3	Was the bidder 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 bidder 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 bidder 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 Bidder