

P.O. BOX 24 CALEDON 7230
TEL: 028 – 214 3300

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS
QUOTATION NUMBER: AW 05/2022/23

Kindly furnish us with a written quotation for:
ROAD MARKINGS IN RIVIERSONDEREND

The detailed project description and schedules are attached or can be obtained from **Mr. A WESSELS** at Tel: **028 214 3300** or e-mail: **adrianwe@twk.org.za**, as well as technical enquiries.

A formal quotation must be submitted on the letterhead of your business and must have attached all relevant signed schedules and additional information as requested. Failure to do so will result in the quotation to be rejected. The quotation must be in a sealed envelope and clearly marked: **Tender Box No. 2**, for attention: **ADRIAN WESSELS, QUOTATION NO.: AW 05/2022/23** and the service provider's name and address. Quotations will not be accepted if they don't comply with the marking instructions. Quotations must be placed in tender box **No. 2** at the **Main Entrance** of Theewaterskloof Municipality, 6 Plein Street, Caledon by no later than **12:00 on Friday, 23 September 2022** immediately after which the quotations will be opened in public in the Council Chambers. If posted, interested service providers to ensure that sufficient time are given for the post to reach us before the closing date and time. Council cannot take responsibility for any delays

Compulsory Site Meeting:

- **A Compulsory Site Meeting will take place on Tuesday, 20 September 2022; and**
- **Attendees are to meet at Riviersonderend Town Office, 28 Buitekant Street, Riviersonderend at 12:00pm.**

1. Standard Conditions of Quotation:

The following conditions will apply:

- Quotations must be completed in handwritten non-erasable black ink.
- Price(s) quoted must be valid for at least thirty (30) days from the date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT, clearly indicating Price, VAT and Total Price.
- The Work must be completed within 3 weeks from date of official order.**
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2017 and for this purpose **MBD 2, MBD 4, MBD 6.1, MBD 8 and MBD 9** forms which are available on the Municipal Website www.twk.gov.za must be completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.
- A **Valid Tax Compliance Status Pin Certificate** and a copy of your **latest Municipal Account or Lease Agreement** should be attached to your quotation.
- Council may accept a quotation in full, partially, or not at all.**
- Payments will be made not later than 30 days, after the receipt of a tax invoice.
- Invoices must not be issued before goods / services have been supplied / rendered.
- The General Conditions of Contract for construction works.
- Calculation errors will be corrected by the Municipality by using the unit prices.
- If a valid B-BBEE certificate or Sworn Affidavits is not attached, it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- If a valid B-BBEE certificate or Sworn Affidavits is attached and if points are not claimed in terms of MBD 6.1 it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- Please note that the Municipality will not request a valid B- BBEE certificate or Sworn Affidavits if such is not attached to the bidders tender at closing date of this tender.

- p) The municipality reserves the right to appoint the bidder scoring first, second and third highest preference points at any time during the duration of the contract. When the tenderer scoring the highest points cannot perform on the contract, the municipality has the right to purchase from the tenderer scoring the second highest points and if the second highest points scorer cannot perform on the contract, the municipality reserves the right to purchase from the tenderer scoring the third highest points.
- q) No alternative offers will be accepted.

2. Bidders Obligations:

2.1 Eligibility Criteria

Only bidders who satisfy the following criteria are eligible to submit an offer: **(This is a requirement on submission of bid).**

2.1.1 Pricing Instructions

- In order to be considered for a contract in terms of this quotation, bidders are required to price on all items in the schedule of services required, and sign.

2.1.2 Specifications

- In order to be considered for a contract in terms of this quotation, bidders must declare compliance by signing **Schedule 1**.

2.1.3 Special Conditions of Contract

- In order to be considered for a contract in terms of this quotation, the bidder must sign and declare compliance by **Schedule 2**.

2.1.4 Scope of Works

- In order to be considered for a contract in terms of this quotation, the bidder must sign and declare compliance by **Schedule 3**.

2.1.5 CIDB Grading

- In order to be considered for a contract in terms of this quotation, bidders must be registered at the Construction Industry Development Board (CIDB) and must have at least a Grading of 1SK. Please attach proof of CIDB registration.

2.1.6 Attendance of Compulsory Site Meeting

- In order to be considered for a contract in terms of this quotation, bidders are required to attend the Compulsory Site Meeting. Failure to do so will result in being disqualified for further evaluation.

3. The Employer's Undertakings

3.1 Tests for Administrative Compliance

Bidders may be found non-compliant if, inter alia: (these documents may be requested)

- The bidder has failed to complete and sign and attach requested information to all schedules not excluded in responsiveness criteria;
- The bidder has failed to submit the MBD 2, MBD 4, MBD 8 and MBD 9 forms;
- The bidder has failed to submit a municipal account of where the head office of the company is registered or in case where the premise is leased, the bidder has failed to provide a copy of the lease of the premise;
- The bidder has failed to submit a valid Tax Compliance Status Pin Certificate, a valid Tax Compliance Status Pin Certificate may be requested; and
- The bidder has failed to submit a certified B-BBEE certificate, EME or QSE affidavit, whereas points were claimed and a copy of certificate or affidavit was supplied, a certified copy of the B-BBEE certificate, EME or QSE affidavit may be requested.

NB: No quotations will be considered from persons in the service of the state
Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE

DATE: 16 September 2022

SUPPLY CHAIN MANAGEMENT

SCHEDULE OF SERVICES REQUIRED

NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE		PRICE	
			R	c	R	c
SPRAY PAINTING OF ROAD MARKINGS						
1	Spray 100mm yellow lines	205m				
2	Spray 250mm yellow Lines (Islands)	67m				
3	Spray 100mm white lines (Incl. parking lines)	398m				
4	Spray BK2 curb red	32m				
5	Spray BK2 curb white	32m				
6	Spray 100mm red lines	740m				
7	Complete STOP lines with letters	117				
8	Spray speed humps	15				
9	Traffic Accommodation	sum				
NB: Contractor must supply all materials, equipment, labour and transport.			Sub Total			
			VAT @ 15%			
			TOTAL			

DELIVERY ADDRESS: Theewaterskloof Municipality
 Riviersonderend Offices
 28 Buitekant Street
 Riviersonderend
 7250

I/We, the undersigned, do hereby declare that these are the properly priced Bill / Schedules of Quantities forming part of this Contract Document containing Pages in consecutive order upon which my/our Quotation No. **AW 05/2022/23- ROAD MARKINGS IN RIVIERSONDEREND** has been based.

My/our total Contract Price for this work and above item (Total) is (in words)

.....

SIGNED ON BEHALF OF BIDDER:

**SCHEDULE 1:
SPECIFICATIONS**

Item No: 1

The markings of Road Surfaces must be in Accordance with the Standards and Specifications of the South African Traffic Road Signs Manual and SABS 731-1

If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Specifications and therefore will be regarded as being not eligible.

I hereby declare that I comply with the Specifications.

Name of Bidder

Signature on Behalf of Tenderer

Date

**SCHEDULE 2:
SPECIAL CONDITIONS OF CONTRACT**

SPECIAL CONDITIONS OF CONTRACT
Contractor to liaise with Technical Officer, in writing, if service cannot be completed according to schedule
Invoice to be submitted to the Senior Foreman: Grounds and Buildings after a site inspection was conducted
The contractor shall be responsible to manage his team.
Connection to power supply will be conducted by the Municipality
The successful bidder must submit a letter of Good Standing from Department of Labour prior to the signing of the contract.
Bidders must submit proof of having Public Liability Assurance of R200,000.00 per claim on date of signature of contract.

If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Special Conditions of Contract and therefore will be regarded as being not eligible.

I hereby declare that I comply with the Special Conditions of Contract.

Name of Bidder

Signature on Behalf of Tenderer

Date

SCHEDULE 3: SCOPE OF WORKS

1 PROJECT SPECIFICATIONS

SCOPE

This Project Specification covers a general description of the project, the facilities available and required, special features of the contract and the requirements to be met by the Contractor.

STATUS

Should any requirement or provision of the Project Specification conflict with any requirement or provision of any other specification section or clause that are applicable to the contract or any drawing, the requirement or provision of the Project Specification shall prevail.

PS1 DESCRIPTION OF THE CONTRACT AND WORKS

The Work is funded by and undertaken for the Theewaterskloof Municipality.

PS2 DESCRIPTION OF SITE AND ACCESS

PS2.1 Locality

- In various roads in Riviersonderend: the site is easily accessible

PS2.2 Access to the Site of Works

Access roads are available to all the sites.

PS3 SITE FACILITIES AVAILABLE (IF APPLICABLE)

PS3.1 HOUSING FACILITIES

No housing is available, and the Contractor shall make his own arrangements to house his employees and for their transport to and from the Site of Works.

PS3.2 OFFICE ON SITE

No office facility is available on site and the contractor shall make his own arrangements for office facilities, if required. No office is required for the Engineer

PS3.3 POWER SUPPLY

The Contractor shall make his own arrangements for the required power supply connections as may be required for the execution of the Works at the contractor's cost.

PS3.4 TELEPHONE FACILITIES

The Contractor shall make his own arrangements for telephone facilities at the sites if required. The contractor should note that Cell Phone reception is generally not available on the site.

PS3.5 ABLUTION AND LATRINE FACILITIES

Due to the extended nature of the site the contractor is to ensure that portable toilets are available within 100 meters of any worksite.

PS4 FEATURES OF THE CONTRACT REQUIRING SPECIAL ATTENTION

PS4.1 AUTHORITIES AND THE COMMUNITY

The Contractor shall comply with all the requirements of the Theewaterskloof Municipality insofar as the execution of the contract may affect or may be affected by the requirements and/or regulations of the said Authorities.

PS4.2 TIDYING

The Contractor shall ensure that all loads are properly covered at all times during loading and haulage.

The contractor shall be responsible to clean up any spillage or windblown waste that arises from improperly secured covers.

PS4.3 EXTENT OF WORK

The approximate extent of the work is listed below to assist the Contractor in understanding the contract. It is based on an off-plan assessment of the requirements without any site inspection or survey or assessment of feasibility of the routes

PS4.4 DISPOSAL OF SPOIL

A site for the disposal of spoil will be provided by the Engineer within 5 km of the Site.

PS4.5 HOURS OF OPERATION

The following operating hours shall be applicable:

Mondays – Thursdays: 07h30 - 17h00
Friday: 07h30 – 16h00
Closed – Sundays and Public holidays

PS4.6 OPERATION

The Service Provider shall:

- Order and ensure the safe keeping of all the materials needed

PS4.7 PLANT

The Contractor will be responsible for all the planning and supply of the necessary plant and the Contractor must at all times have sufficient plant on site to carry out the required operations according to the Operational Manual. The contractor will be responsible for any delays due to plant breakages.

PS4.8 EMERGENCIES

The Contractor must be available for all emergency services and situations. The Contractor must at all times be in contact with the operators on site, either by telephone or by radio.

PS4.9 PERSONNEL

The Contractor must submit a form indicating all personnel that will be present on site as well as their official duties. The municipality has the power to request the removal of any personnel on site that acts negligently or is not complying to his/her duties.

The contractor may only employ labour from that specific area / town and not from surrounding towns. Hereby the contractor may only have his managerial team on site and no permanent labourers. The Contractor must liaison with the Ward Councillor for the appointment of local labourers.

PS4.10 LOCAL LABOUR

It is a condition that local unskilled labour from the community be used on this project. The aim is to provide the greatest number of members of the community with an opportunity to obtain temporary employment and to enable local workers to increase their level of experience and enhance their ability to secure future employment.

PS5 EMPLOYER'S REQUIREMENTS

PS5.1 Time for Completion

The work must be completed within **three weeks from date of official order.**

PS6 MEASUREMENT AND PAYMENT

The Contractor shall submit to the Employer an invoice for the execution of the Works. Payment of such invoices shall be paid within 30 days of receipt thereof.

I am aware that I must request the municipal representative to approve and measure any work done that will subsequently be covered by later work, before commencement of further work. Failure to adhere to this requirement will result in non-payment of the payment item in question. Typical payment items falling within this category are: Excavation quantities, Intermediate excavation quantities, Backfill quantities. The onus lies with the service provider to familiarize him/herself with the quantity measurement approval requirements of all payment items before commencement of any work.

I am aware that payment will be made according to rate multiplied by the actual work done, measured in terms of the specified quality and unit of measurement description of the payment items. No payment will be affected for substandard quality.

Invoices must be submitted together with our municipal prescribed payment certificate format. Failure to comply with this requirement will result in non-payment until such stage that the payment certificate is submitted.

1.1 Additional Services

Act as the Employers agent in terms of the Occupational Health and Safety Act

The Service Provider, in submitting a tender for this contract, shall be deemed to have acknowledged acceptance of the appointment as the client's agent in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and the Construction Regulations of 2014, should the Employer accept the tender. The Service Provider shall, as such, execute all of the duties of the client as contemplated in the Construction Regulations.

If the Service Provider considers it necessary to employ the services of a safety specialist in order to execute the abovementioned duties, the cost thereof must be included in the fee tendered for this project.

The Service Provider shall, apart from conducting his own activities in compliance with the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and Construction Regulations of 2014, ensure that any sub-consultants/sub-contractors employed by the Service Provider also comply with the requirements of the Act and Regulations. The Service Provider shall enter into an agreement with the Employer in this regard before the commencement of any work related to this contract (Form C1.3, Part C1, Page 8 refers).

1.2 Implementation of a Quality Assurance System

The Service Provider shall develop and implement a quality assurance system which will ensure that the final product meets the requirements of the Employer.

2 APPROVALS

The Service Provider shall be responsible for obtaining the following approvals:

- Approval of the workplan before commencing of work from the employer.

Notwithstanding any approval received from the Employer, the Service Provider shall remain responsible for all work carried out by the Service Provider in terms of this contract.

The Employer may withdraw approval of the workplan and quality assurance system at any time and require the Service Provider to review them. The service provider shall provide revised documents in accordance with the Employers wishes within two weeks of the withdrawal notice. The Technical Officer shall have the right to stop all work on the site should the Service Provider fail to provide a new workplan the substantially address the concerns of the Employer within the time limits above. The Service Provider shall have no right to recompense in the event of such a work stoppage.

3 FORMATS OF COMMUNICATION

All requests for formal approval from the Employer, or any other body, shall be submitted in writing in hardcopy format. Interim payment claims shall be submitted in the same format, accompanied by an original tax invoice. Ad-hoc communication between the Employer and the Service Provider may be conducted per facsimile or in electronic format (e-mail).

All plans and contract documents submitted for approval shall be in both hardcopy format and agreed electronic format.

4 KEY PERSONNEL

The Service Provider is to have in its employ at the site, personnel with sufficient relevant experience in the operation of such a site. Details to be provided in Schedule

5 SITE MEETINGS

Other than the initial site meeting, there will be weekly management meeting in respect of this project.

6 EMPLOYERS RIGHT TO WITHHOLD PAYMENT

The Employer reserves the right to withhold payment in the event of the contractor not complying with the provisions of the permit.

The employer reserves the right to deduct any penalties as applied from any moneys due to the Service Provider.

PROJECT SPECIFIC NOTES TO BIDDER:

1. Preference must be given to the use of local labour.
2. Contractor needs to ensure that all work is carried out in compliance with the Occupational Health and Safety Act, as well as the relevant Construction Regulations of 2014.
3. General Conditions of Contract are the General Conditions of Contract for Construction Works (2015) as published by the South African Institution of Civil Engineering.
4. Damage to any services must be repaired by the contractor at his own cost.
5. Special attention must be given to the protection of private property.
6. All necessary public safety measures must be taken in terms of OHS Act.
7. Special care must be given to ensure accessibility of properties at all times.
8. The contractor must keep the owners of the relevant properties informed of their weekly programme.
9. This information must first be submitted to the client 3 working days before commencement of any activity on site.
10. All excess material from excavation and cleaning of the area must be dumped at a site to be identified by the client This will be within the free haul distance of 5km

11. An updated programme will be submitted each time when falling behind the programme, giving sufficient detail to the steps to be taken to ensure completion of the work by the completion date.
12. Failure to adhere to this requirement will result in the termination of the contract.
13. The Contractor must ensure that his work programme takes into consideration of other Contractors working on site.
14. The contractor to obtain wayleaves from Telkom and the Electrical Department at Theewaterskloof Municipality. All underground services must be exposed before commencement of work.

The following documents forms part of this quotation:

The General Conditions of Contract for Construction Works (Second Edition) 2015 as published by the South African Institution of Civil Engineering. This publication is available, and tenderers must obtain copies at their own cost from the South African Institution of Civil Engineering (SAICE), Private Bag X200, Halfway House 1685, Tel: (011) 805 5947, Fax: (011) 805 5971, e-mail: civilinfo@saice.org.za.

SANS 1200: The Standardized specification for civil engineering construction. This publication is available, and tenderers must obtain copies at their own cost from the South African Institution of Civil Engineering (SAICE), Private Bag X200, Halfway House 1685, Tel: (011) 805 5947, Fax: (011) 805 5971, e-mail: civilinfo@saice.org.za.

**If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Scope of Works and therefore will be regarded as being not eligible.
I hereby declare that I comply with the Scope of Works.**

Name of Bidder

Signature on Behalf of Tenderer

Date

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THEEWATERSKLOOF MUNICIPALITY					
Bid Number:	AW 05/2022/23	Closing Date:	23 September 2022	Closing Time:	12:00
Description:	ROAD MARKINGS IN RIVIERSONDEREND				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (CONTRACT FOR THE PURCHASING OF GOODS)					
Bid Response Documents may be Deposited in the Bid Box NO. 2 situated at:					
MUNICIPAL HEAD OFFICE					
06 PLEIN STREET					
CALEDON					
7230					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
3. TOTAL NUMBER OF ITEMS OFFERED			4. TOTAL BID PRICE	R	
5. SIGNATURE OF BIDDER		6. DATE		
7. CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SCM		CONTACT PERSON	ADRIAN WESSELS	
CONTACT PERSON	Nico la Grange		TELEPHONE NUMBER	028 214 3300	
TELEPHONE NUMBER	028 214 3300		FACSIMILE NUMBER	N/A	
FACSIMILE NUMBER	028 212 1229		E-MAIL ADDRESS	adrianwe@twk.org.za	
E-MAIL ADDRESS	nicola@twk.gov.za				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 Bidders must ensure compliance with their tax obligations.</p> <p>2.2 Bidders are required to submit their unique personal identification number (pin) issued by sars to enable the organ of state to view the taxpayer's profile and tax status.</p> <p>2.3 Application for the tax compliance status (tcs) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with sars as e-filers through the website www.sars.gov.za.</p> <p>2.4 Foreign suppliers must complete the pre-award questionnaire in part b:3.</p> <p>2.5 Bidders may also submit a printed tcs certificate together with the bid.</p> <p>2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate tcs certificate / pin / csd number.</p> <p>2.7 Where no tcs is available but the bidder is registered on the central supplier database (csd), a csd number must be provided.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED: