

17 August 2017

QUOTATIONS/TENDERS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED “**GENERAL MAINTENANCE OF HIGH MASTS**” TO THE QUOTATION BOX SITUATED AT:

RATES AND TAXES HALL (LESEDI OFFICES)  
C/O LOUW AND HF VERWOERD STREET  
HEIDELBERG  
1441

ALL ENQUIRIES REGARDING TECHNICAL INFORMATION SHOULD BE DIRECTED TO MS MANELLA NCHECHE @016 492 0077. ENQUIRIES REGARDING THE BIDDING PROCEDURE SHOULD BE DIRECTED TO MS. SIBULELO NXATHI@016 492 0202.

CLOSING DATE: 24 AUGUST 2017@12H00

DEPARTMENT: INFRASTRUCTURE SERVICES

### **SPECIFICATIONS**

The Lesedi Local Municipality, Electricity Department, requires the services of a suitably qualified and experienced contractor to provide **general maintenance of high masts in the Lesedi area** on an as and when required basis, for an amount not exceeding R200 000 (VAT included) and up until June 2018, or whichever comes first. Details are indicated on the following schedules,

The bidder must be a qualified electrician and/or have a qualified electrician in its employ with the following:

1. A trade certificate
2. Have 1EP CIDB rating
3. A certificate in good standing from Workmen’s’ Compensation must be provided.
4. A detailed Curriculum Vita of similar previous experience and/or expertise must be provided.

Personnel employed on the general maintenance of high masts for the Electricity Division shall be competent persons as defined in the Occupational Health and Safety Act (Act 85, 1993) and shall be thoroughly experienced and competent in working in close proximity of live and dangerous electrical equipment; assistants shall be adequately supervised to ensure the highest standard of workmanship. Work in proximity of live equipment must be carried out by a competent person (competent as defined in the Occupational Health and Safety Act (Act 85, 1983).

The contractor shall supply the LLM and include in the bid document, copies of all documentation in support of the qualifications and experience of the personnel he intends to use. Contractors who cannot offer competent, qualified electricians, (as defined in the Occupational Health and Safety Act (Act 85, 1993)) and inexperienced personnel in this field will not be considered and their bid will be rejected.

## **OVERVIEW OF THE WORKS**

The contractor may however be requested by the Electricity Department's authorised representative to carry out only a certain item/section/portion of the work as per the bill of quantities and be paid accordingly.

The Contractor shall provide the resources, personnel, transport, equipment, hand tools, consumable spares and materials (where requested to do so), necessary to carry out the repairs and maintenance on the municipality's electrical network as and when required (this will require the Contractor to make himself/herself available to carry out repairs, etc, 24 hours a day and 365¼ days a year and the contractor shall be on site of the repair work to be carried out within one hour of being contacted by the Lesedi Local Municipality – Electricity Division, with all personnel, material and equipment necessary to carry out the task required.

## **BASIC DESCRIPTION OF THE VARIOUS TASKS**

The contractor must collect all material required for the successful completion of the work, either from the Electrical Depot or the Municipal Store. The Contractor remains responsible for the correct material, even if the material is provided by the Municipality.

***The contractor or his/her representative must be available on call during office hours and after hours by means of a cellular phone and the cost of the cellular phone calls made by the contractor to the Municipality to be included in the rates.***

Contractors must identify themselves on request to all customers, stating their business and producing proof of their appointment for the task.

If it appears to the LLM that the Contractor:

- ❖ Has not commenced the work timeously; or
- ❖ Has not made due progress with the work or exercised due diligence in its execution or maintained it satisfactorily; or
- ❖ Has not completed the work timeously; or
- ❖ Has not executed the work in accordance with this agreement; or
- ❖ Has failed to comply with any other provision of this Agreement; or
- ❖ Has abandoned the contract, then

**LLM may issue a written warning to the Contractor regarding his/her non-compliance to the bid specifications. After one (1) written warning notice for non-compliance with the prescribed bid specifications, the Contractor may be deemed to be in breach of Contract, and the appointment may be terminated.**

**In instances where material cannot be supplied by the Municipality, the successful contractor/s can be requested to supply the required material according to the LLM specification at market related cost (proof of purchase will be required which must be market related) and the successful contractor/s will be allowed a mark-up of 10% on the said purchased equipment.**

**In the event of any dispute arising from whether such pricing is market related or not, three quotations will be called by Lesedi Municipality for the same material from three different suppliers and the cheapest of the three will be accepted by the contractor and LLM as the market related value.**

### **Site maintenance**

During progress of the work and upon completion thereof, the Site of the Works shall be kept and left in a clean and orderly condition. The Contractor shall store materials and equipment for which he is responsible in an orderly manner, and shall keep the Site free from debris and obstructions.

The Contractor/Bidder shall provide the necessary watch guards as required in order to guard the contract sites, works and equipment, while the work/task is being carried out, if required. Material and spares must be relocated to a safe location in the case of where the repair procedure takes a number of days to complete the task, the relocation and storage will be the responsibility of the Contractor/Bidder.

**Please note that the Contractor/Bidder will be responsible for the safe guarding and in the event of theft, vandalism or damage, the replacement of any material issued to him/her by LLM, until such time as the equipment has been energized and taken over by LLM.**

**The Contractor/Bidder must therefore ensure that he/she is adequately insured against any such possible occurrences and proof of such insurance should be provided.**

### **Damage to services**

The contractor will be responsible for any destruction/damage in determining the exact extent and location of any services and shall be liable for damages to any such services or any damages suffered by a third party as a result of the excavations carried out by him/her. **Damage to services shall immediately be reported to the relevant department.**

The Electricity Division shall, upon the contractor's request, render the necessary assistance to point out to the contractor any services on site. The contractor must make application for way-leaves in terms of the municipality's standard requirements.

### **EQUIPMENT AND TOOLS**

The contractor must supply all the required tools and equipment necessary to carry out the required maintenance and repair work.

### **REGULATIONS**

*The work will be carried out strictly in accordance with the latest issues of the following documents:*

- a) The Occupational Health and Safety Act, 1993 (Act 85 of 1993),*
- b) The Electricity Department's Standard Policies and Procedures,*
- c) Electricity Act, 1987 (Act 41 of 1987) (as amended). (Note, particularly, Government Gazette R103, 26 January 1996),*
- d) Any special requirements of the LLM representative.*

## **ENTERING AND CLOSING OF PRIMARY, SECONDARY SUBSTATIONS, MINIATURE SUBSTATIONS AND STREET LIGHT**

### **KIOSKS**

- a) *A competent person shall be authorised in writing to open and enter live primary-, secondary substations and open miniature substations and street light kiosks, if and when required.*
- b) *Whenever any substation, miniature substation or kiosk is visited, the doors and gates must be locked when leaving the premises. If no lock was fitted, the contractor shall inform the LLM representative immediately, to ensure a lock is provided to him and the door/gate is locked.*
- c) *Care must be taken to ensure that nobody enters the premises while work is being carried out.*
- d) *Logbooks must be filled in on entering the substation or miniature substation and on completion of the work required.*
- e) *An authorised person that opens the substation, miniature substation or kiosk will remain in control of that substation, miniature substation or kiosk.*
- f) *The contractor/s shall do a visual inspection to ensure that it is safe to enter, before entering. If there is any doubt about the safety of entering or carrying out work in the substations or opening miniature substation or kiosk doors, the matter must be reported to the LLM representative.*
- g) *Some of the substations are fitted with pepper spray and the contractor must obtain the relevant information and requirements regarding those substations from the LLM responsible person.*

### **INSPECTIONS**

The Lesedi Local Municipality representative will on a random basis, inspect the works.

### **PAYMENT**

Payments will be made on a monthly basis for work completed during a specific month. Payment will be made within thirty (30) days from the date that the invoices have been received by the Lesedi Local Municipality representative.

### **BID TO BE COMPLETE**

The Bidder must supply the required information and complete all documents forming part of the Bid document.

Any bid which is not fully completed will not be considered. The Schedule of Quantities must be fully priced in the currency of the Republic of South Africa and the bid amount must be forwarded to the Form of Bid.

Should any item in the Schedule of Quantities however not be priced it will be accepted as included in the other priced items.

### **SIGNING OF BID**

The Contract Form must be signed by a person duly authorized to do so. A bid submitted by a Corporation must carry the seal of Corporation and signed by the authorized Secretary.

A bid submitted by a Consortium of Companies must be accompanied by a registered agreement between the companies concerned with regard to the contract under consideration.

The above document must include all relevant details of the agreement so that the function of the Consortium can be evaluated. Share certificates in regards to the compilation of the Company, Corporation, Consortium, etc must be included in the document.

### **BID TO BE ALL INCLUSIVE**

The Bidder must allow in the bidding rates for all labour, materials, equipment, temporary works, arrangements, etc. for the satisfactory completion of the Works according to the Bid documents. No additional payments will be considered.

Should a Bidder wish to deviate from the specifications or propose different construction materials or methods, he may do so, provided that full details are submitted with the bid.

Notice of any deviations or alterations must be given in the schedule provided or in a letter to be attached to the technical proposal.

### **CORRECTION OF BID BY EMPLOYER**

The employer reserves the right to correct arithmetical or other errors in the calculation of the Bidding amount.

### **COST INCURRED BY BIDDER**

The Employer is not responsible for any costs or losses incurred by any Bidder during the preparation of this Bid or the visit to the site for the official site inspection.

### **ACCEPTANCE OF BID**

The council is not committed to accept the lowest or any bid and reserves the right to accept any bid as a whole or in part. The lowest bid will thus not be accepted. The Employer also reserves the right to award any part of the bid to any Bidder.

- ❖ The successful/unsuccessful bidder may on written request be advised on the acceptance or rejection of a bid in terms of the access to information Act.
- ❖ Written acceptance of this bid will make the contract binding on both parties.

### **FORMAL AGREEMENT**

The successful bidder will enter into a formal agreement with Lesedi Local Municipality.

### **REQUIREMENTS TO BE OBSERVED WITH REGARD TO VEHICLES AND OPERATORS**

The Contractor shall ensure that the driver of the specific vehicle is in possession of a valid driver's license to operate the vehicle, and where applicable, a valid certificate of competency to operate the relevant equipment.

The Contractor shall ensure that the vehicle is licensed and roadworthy, the license disc shall be displayed on the windscreen. The Contractor shall furnish certified copies of the valid driver's license and certificates of competency to Lesedi Local Municipality within five days from the date of signature of the contract, and at any time when the contract is requested by the Municipality.

## **INSURANCE**

Without in any way limiting the obligations, liabilities and responsibilities of the Contractor in terms of the Contract or absolving the Contractor from such obligations, liabilities and responsibilities, the Contractor shall unless expressly stated otherwise elsewhere in this Contract, purchase and maintain at its own cost insurance to cover. Its responsibilities in terms of the contract, including cover for loss or damage to its own tools, facilities, plant, equipment spares, material, spares and the works.

Insurance in terms of the Compensation for Occupational Injuries and Diseases Act number 130 of 1993 as amended. The Contractor shall submit proof, to the satisfaction of the Municipality, before it commences with the Work that it has paid all assessments due to the Workmen's Compensation Commissioner for the current year in respect of its own and its Sub-contractor's employees to be engaged on the work. In the event of the Work under this Contract extending into the next year, this condition must be fulfilled as soon as the Commissioner has made an assessment.

### **CONTRACTOR shall furthermore provide:**

- ❖ Employers Common Law Liability Insurance covering Contractor's liability at Common Law to its employees for a minimum amount of R1 000 000.00 per occurrence.
- ❖ Legal Liability Insurance in respect of claims for death of or injury to persons or loss of or damage to third party property (other than the work) for a minimum amount of R1 000 000.00 per occurrence,
- ❖ Motor Vehicle Liability Insurance in respect of all motor vehicles brought onto the premises of Lesedi Local Municipality.
- ❖ Contractor and its Sub-Contractor's shall, at their own cost, arrange and maintain, for the period of the Contract, any insurance additional which they may deem appropriate.
- ❖ Contractor shall arrange to have Lesedi Local Municipality noted as co-insured on all its policies arranged in compliance with this Contract for the duration of the Contract period.
- ❖ The Contractor shall submit proof, to the satisfaction of Lesedi Local Municipality, before it commences with the work or within fourteen (14) calendar days of the signing of the Contract whichever occurs earlier that it has complied with all the provisions in regards to Insurance. Lesedi Local Municipality shall at all times be entitled to inspect the insurance policies, and the Contractor shall allow Lesedi Local Municipality to inspect after a written request to do so.

## **MINIMUM STANDARD**

All items offered within this contract must comply with the relevant SABS standard. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **PRICES**

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

### **CIDB (CONSTRUCTION INDUSTRY DEVELOPMENT BOARD)**

Only those bidders who are registered with the CIDB, or are capable of being so registered prior to the evaluation of bids, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum bid for a 1EP class of construction work, are eligible to submit bids.

### **PREVIOUS EXPERIENCE IN STREET AND AREA LIGHTING SYSTEMS AND THE LOW-, MEDIUM- AND HIGH VOLTAGE ENVIRONMENT**

It is a specific requirement that companies be able to demonstrate previous experience in the comprehensive maintenance of area lighting systems and the low-, medium- and high voltage environment. Please provide as much detail as possible. The bidder must supply full details, including the names of contact persons, of similar work, which he/she has successfully completed.

The appointed contractor/bidder shall in all cases be responsible for carrying out and completing the work/task expeditiously, in a proper and workmanlike manner to the satisfaction of the LLM.

### **BILL OF QUANTITY SPECIFICATION**

#### **HIGH MAST RESET**

- ❖ The unit rate (per circuit breaker) is when a circuit breaker must be reset on high masts supply in order to return the supply back to normal.

#### **HIGH MAST REPLACEMENT OF PHOTO CELL**

- ❖ The unit rate (per high mast) is when a one photo cell must be replaced on high masts supply in order to return the supply back to normal.

#### **HIGH MAST LOWERING AND LIFTING**

- ❖ The unit rate for the lowering and lifting of the high mast includes the costs of all equipment's required to perform the task.
- ❖

#### **REPAIR OF LUMINAIRE**

The unit rate for the repair work on high mast luminaires includes the costs to remove and repair/replace one or more of the following components:- lamps, ballasts, ignitors, diffusers, circuit breakers, lamp holder, fitting, etc and the cleaning, as well as the replacement of any damaged/missing bowls. The faulty items must be returned to the relevant work section and the cost must be included in the unit rate.

#### **REPAIR CONTROL CIRCUIT**

The unit rate for the repair work on control circuit includes the costs to remove and repair/replace one or more of the following components:-, circuit breakers, fuses, lamp holder, contactor etc. The faulty items must be returned to the relevant work section and the cost must be included in the unit rate.

**FAULT FINDING SUPPLY CABLE**

The unit rate for the repair work on cable fault finding includes the costs to isolate and reconnect and all the equipment's required to perform the task.

**CABLE FAULT REPAIR**

The unit rate for the repair work on cable includes the costs to isolate and reconnect, join cable etc

**FAULT FINDING SUPPLY CABLE**

The unit rate for the repair work on cable fault finding and repair of trailing cable includes the costs to isolate and reconnect and replace the cable.

**HIGH MAST ON 24HRS**

- ❖ Putting back to normal



**QUANTITY LIST**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>Item No</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Supply Rate</b>	<b>Labour Rate</b>
1.1	Replace/install miniature circuit breaker on control panel or pole 80A	each	50		
1.2	Replace/install bypass breaker 5A	each	50		
1.3	Replace contactor on control panel	each	50		
1.4	Replace/install photocell breaker 5A	each	50		
1.5	Replace/install light breakers 15/20A	each	50		
1.6	Replace/install photo cell on control panel or pole	each	50		
1.7	Replace/install ignitor 400	each	50		
1.8	Replace/install ballast 400	each	50		
1.9	Replace/install lamps 400W	each	100		
1.10	Replace faulty control equipment inside luminaire.	Per Luminaire	50		
1.11	Reset tripped circuit breaker only	each	50		

1.12	Lowering and raising of high mast.	each	50		
1.13	Replacement of trailing cable in high mast.	Per high mast	50		
1.14	Replacement of high mast door/cover	each	50		
1.15	Welding close of high mast door/cover	each	50		
1.16	Fault Finding supply cable	Per fault	20		
1.17	Repair faulty cable	Per faulty/ Joint	20		

**The price schedule above must include transport, equipment to lower the high mast and any related equipment and labour costs.**

**You are required to submit an official quote on the company letterhead.**

**Name of Company:** \_\_\_\_\_ **Contact Person** \_\_\_\_\_

**Telephone No** : \_\_\_\_\_ **Fax/E-mail** \_\_\_\_\_

The following information must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Original tax clearance certificate/ Pin
- Forms listed below (Evaluation Criteria)
- Latest Municipal Account
- Letter of good standing
- CSD registration report/ supplier number

**Evaluation Criteria:** 80/20 Preference point system as presented in the Preferential Procurement Policy Framework Act no 5 of 2000, for this purpose MBD 2, MBD 4, MBD 6.1 MBD 8, MBD 9 and the Clearance certificate for water & lights can be downloaded on our website on the following link: [www.lesedilm.gov.za/key/scm](http://www.lesedilm.gov.za/key/scm). MBD forms should be scrutinized, completed and submitted together with your quotation. All objections and complaints must be lodge within 14 days and in writing to the municipal's manager's office.



*Lesedi Local Municipality*

*1 HF Verwoerd Street*

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*Tel: +27 16 492 0202*

*Fax: +27 86 600 9157*

*Email: [sibulelon@lesedi.gov.za](mailto:sibulelon@lesedi.gov.za)*

**Office of the Chief Financial Officer**

All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link:[business.support@csd.gov.za](mailto:business.support@csd.gov.za). No business will be conducted with any person who is not this database.

**NB: Bidders who did not submit an original certified copy of their BBBEE Certificate will not be allocated preference points and will only be evaluated on price.**