



SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

Ref: Ms Sibulelo Mokoena (SCM)

Tel : (016)492 0202

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)
(For publication on Lesedi Local Municipality's Website and Notice Boards)**

Kindly furnish Lesedi Local Municipality with a written quotation on the goods listed hereunder:
**RFQ: 27/2020: QUOTATIONS ARE HEREBY INVITED FOR THE MAINTENANCE OF HIGHMAST IN
LESEDI AREA FOR AS AND WHEN REQUIRED BASIS.**

Advertising date: Wednesday 13 January 2021

Closing date and time: Wednesday 20 January 2021 @ 12:00

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of LLM

Civic Centre

Corner Du Preez & HF Verwoerd Streets, Heidelberg

Upper Level West Wing

Tender Box

The following conditions will apply:

Supply Chain Management Unit, Civic Centre, Upper Level West Wing Heidelberg.

The lowest or any quotations will not necessarily be accepted and LLM reserves the right to accept the quotation in total or only in part.

To participate in LLM's quotation procurement of goods and services, suppliers are requested to register on National Treasury Supplier Database (CSD).

According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) are only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less for EME and not in excess of R50 million for the QSEs and level of Black ownership to claim BEE points

All suppliers of goods & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ www.csd.gov.za

Bidders must ensure compliance with their tax obligations.

Application for tax compliance status (TCS) OR PIN NO: 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.

Foreigner suppliers must complete the pre-award questionnaire in PART B:3

The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges.

Bidders may submit a printed TCS CERTIFICATE together with the bid. Bids where consortia/ sub-contractors are involved, each party must submit a separate TCS certificate /Pin & CSD summary report/number.

CSD Summary report must be attached

No late quotations delivered after the official closing date and time will be accepted.

Price(s) quoted must be valid for at least sixty (60) days from date of your offer.

Price(s) quoted must be firm and must be inclusive of VAT.

A firm delivery period must be indicated.

All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the documents below:

Bidders must print the following documents from LLM website under quotations.

MBD 1. Invitation to bid

MBD 4. Declaration of interest

MBD 6.1 B-BBEE Status Level of Contribution.

MBD 6.2 Declaration for local production and content for designated sector (When Applicable)

MBD 8: Declaration of bidders past supply chain management practices.

MBD 9: Certificate of independent bid determination.

Sworn Affidavit: B-BBEE-EME.

Authority of Signatory

If the MBD forms are not completed & submitted, your quotation will be rejected.

No quotation will be considered from persons in service of the state (MDB 4)

LESEDI LOCAL MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION

Lesedi Local Municipality requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

RFQ NUMBER:	RFQ: 27/2020: MAINTENANCE OF HIGHMAST IN LESEDI AREA FOR AS AND WHEN REQUIRED BASIS
ADVERTISING DATE:	Wednesday 13 January 2021
DEPARTMENT:	Infrastructure Services Department
DESCRIPTION OF SERVICES	<p>PROJECT SPECIFICATIONS</p> <p>The Lesedi Local Municipality, Electricity Department, requires the services of a suitably qualified and experienced contractor to provide general maintenance of high masts in Lesedi area on an as and when required basis, for an amount not exceeding R200 000 (VAT included) and up until June 2021, or whichever comes first</p>
POINT SCORING	<p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:</p> <p>The RFQ will be evaluated on the basis of the 80/20-point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <p>80 points for Price 20 points for BBBEE level of contribution</p>
COMPULSORY RETURNABLE DOCUMENTS REQUIRED:	<p>Company registration documents Certified Copies of ID's of members/directors Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9</p> <p>MBD 1. Invitation to bid MBD 4. Declaration of interest. MBD 6.1 B-BBEE Status Level of Contribution. MBD 8 Declaration of bidders past supply chain management practices. MBD 9: Certificate of independent bid determination.</p> <p>Schedule (fixed prices including Vat) Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents. Copy of latest municipal account and/or signed lease agreement by both parties. The bidding entity as well as all its directors must submit Municipal account which is not more than three (3) months in arrears or valid lease agreement which is in the name of the business and/or the directors, which must stipulate the responsibility of payment of municipal services. If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services. If the business operates from the different address as per CIPC document, affidavit must be provided</p>

CLOSING DATE AND TIME:	Wednesday 20 January 2021 @ 12:00pm
DELIVERY PERIOD	Delivery period after the date of official order fourteen (14)days
DELIVERY ADDRESS	Lesedi Local Municipality
SUBMISSION OF QUOTES	Tender box SCM Unit Civic Centre Heidelberg
ENQUIRIES	Boikokobetso Mofokeng at (016) 492 0250 or email boikokobetso.mofokeng@lesedi.gov.za

CONDITIONS:

All prices quoted must be **inclusive of VAT**.
All prices submitted must be fixed prices for the period of the quotation.
If the price schedule is not signed the quotation will not be considered.
No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
Quotations completed in pencil will be regarded as invalid.
All prices quoted must be valid for sixty (60) days from date of your offer
Bidder must attach the Central Supplier Database (CSD) registration summary report.
Bidders must attach TCS Pin no (Tax Compliance Status).
Bidders must attach municipal account or lease agreement as mentioned above.

Name of Bidder: Tel No/ Cell No :.....
Contact Person Fax Number
Residential Address Postal Address

.....
.....
.....
.....
.....
E-mail address:

Supplier Number (CSD) MAAA:

Tax Compliance Status (TSC) Pin:

.....
Signature

.....
Date

PROJECT 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 Lesedi area** on an as and when required basis, for an amount not exceeding R200 000 (VAT included) and up until June 2021, or whichever comes first. Details are indicated on the following schedules,

The tenderer must have or be able to hire the following:

1. 1 LDV
2. High mast lowering equipment

Tenderer to attach proof of ownership (registration documents including pictures that clearly shows the plant) or certified letter of intent for all plant from plant hire company with the registration documents including pictures that clearly shows the plant. The letter is to clearly indicate that the Plant intended for the contract will be available for the full duration of the project. Failure to attach the above mentioned will result in tenderer being disqualified.

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 and 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 Municipalities 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.

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.

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,

LLM may issue a written warning to the Contractor regarding his/her non-compliance to the tender specifications. After one (1) written warning notice for non-compliance with the prescribed tender 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/Tenderer 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 save 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 Municipalities standard requirements.

EQUIPMENT AND TOOLS

The contractor must supply all 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 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 drivers 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, license disc shall be displayed on windscreen.

The Contractor shall furnish certified copies of the valid drivers license and certificates of competency to Lesedi Local Municipality within five days from date of signature of the contract, and at any time when contract requested by 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. Contractor shall submit proof, to the satisfaction of 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.

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 2EP 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, fuses, 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.

OPEN ELECTRICAL BOX

- ❖ Closing of electrical box including welding where the box is broken

HIGH MAST ON 24HRS

- ❖ Putting back to normal

PRICING SCHEDULE

Name of Bidder:

Closing Date: Wednesday 20 January 2021

Quotation No: 27/2020

Closing Time: 12:00pm

MAINTENANCE OF HIGHMAST IN LESEDI AREA FOR AS AND WHEN REQUIRED BASIS

A	B	C	E	F
Item No	Description	Unit	Normal Rate	After Hours Rate
1	High mast reset	Each		
2	Lowering and raising of highmast	Each		
3	Repair of Luminaire	Each		
4	Repair of control circuit	Each		
5	Open electrical box	Each		
6	Repair High mast on 24 hrs	Each		
7	Fault Finding supply cable	Per fault		
8	Fault Finding trailing cable and replace	Per Highmast		
	SUB TOTAL			
	VAT			
	TOTAL			

The price schedule above must include transport, equipment and labour cost

Name of Bidder: Date:

Signature: Position: