

**NTABANKULU LOCAL MUNICIPALITY**

Erf no 85 Main Street

Ntabankulu

5130

P.O. Box 234

Ntabankulu

5130

Tel: 039 258 0056

Fax: 039 258 0173

E-mail: info@ntabankulu.gov.za**REQUEST FOR QUOTATION (RFQ): INSTALLATION OF NTABANKULU STREET NAMES**

NTABANKULU LOCAL MUNICIPALITY is calling upon Experienced Service Providers to bid for the

INSTALLATION OF NTABANKULU STREET NAMES.

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	20 AUGUST 2020
RFQ NUMBER	NLM/DP/SDINSM/2020/2021
DESCRIPTION OF GOODS or SERVICE	INSTALLATION OF STREET NAMES
CLOSING DATE AND TIME:	28 AUGUST 2020 AT 12H00
ENQUIRIES	Technical Enquiries – Mrs N. Ndlaku 071 613 8996 / ndlakun@ntabankulu.gov.za OR SCM related Enquiries – Mr O. Mdudi 082 786 0772 / mdudio@ntabankulu.gov.za

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) Including the Preferential Procurement Regulations 2017 & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure.

SPECIFICATION:

As per terms of reference

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

Original Tax Clearance Certificate/ SARS Pin number certificate	
MBD 4: Declaration of Interest	
MBD 9: Certificate of Independent Bid Determination	
MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
Certified Copy of BBBEE certificate or Sworn Affidavit	
Certified ID Copy/s of company directors	
A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.	
Signed Quotation	
Submit a copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) /signed lease agreement/ A proof stating that company does not own property urban area.	
All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Non registration will be regarded as non-responsive and be disqualified from bid.	

NB: No quotations will be considered from persons in the service of the state

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION OR YOUR QUOTE BEING NON-RESPONSIVE.

CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.

6. All prices submitted must be firm for a period of 90 Days. "Firm" prices are deemed to be fixed prices.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked "Installation of Ntabankulu Street Names" at the reception at Ntabankulu Local Municipality.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by,



Mr. O. Mdudi

SCM Manager

Recommended by



X. Venn

CFO

Approved by



L. Nonyongo

Municipal Manager

NTABANKULU LOCAL MUNICIPALITY



TERMS OF REFERENCE:

PHYSICAL INSTALLATION OF STREET NAMES

1. INTRODUCTION

Ntabankulu Local Municipality has embarked on a street naming and numbering process. The streets of Ntabankulu Local Municipality are unnamed and do not appear on the Geographic Information Systems. The municipality has done all consulting on the street naming process and is now looking to do the physical erection of the street names.

Ntabankulu Local Municipality is undertaking the street naming and naming of townships in terms of national and provincial legislation. South African Geographical Names Council Act, 1998 (Act 118 of 1998), Regulations on the standardization of geographical names published in Government Gazette 24999 of 7 March 2003 by Notice R339, Land Survey Act, 1997 (Act 8 of 1997), Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), Local Government: Municipal Systems Act, 2000 (Act 36 of 2000), and Applicable town planning legislations.

2. THE NEED

Essentially, townships, streets and other properties e.g. Parks are named and numbered in order to identify properties for various purposes such as the following

- Rendering of municipal services
- Postal services
- Law enforcement i.e. police and traffic officials
- Emergency services such as ambulances and fire emergencies

3. SCOPE OF WORK

3.1. PHYSICAL ERECTION OF THE STREET NAMES

A total number of 15 streets names will be erected within the town as a part of phase 1 of the project. The specification is as follows:

1. The plate must be a chromadeck and thickness of the plate must be 1mm.
2. The colour must be white with reflective class 1 background and letters must be black Semi matt.
3. Width of the street names must be 105mm.
4. The width of the chromadeck plate must be 160mm.
5. The street names must be on both sides of the chromadeck plate.
6. Street names to be clamped on steel poles
7. Street poles to be placed firmly in 300mm concrete and be 2,2meters visible from ground level

4. PROJECT DURATION & TIMEFRAMES

The project time frame will be 4 months from the date of appointment of the service provider.

The project proposal must contain the following:

- Clear project methodology and planning process to be followed.
- Comprehensive company profile and contact person to be responsible for the project
- Clear time frame for the project
- Clear project budget aligned to the tasks or activities

4.1. PROJECT DELIVERABLES

At the end of the project, the service provider will be required to submit the following:

- A detailed and comprehensive project close-out report

4.2. PROJECT MANAGEMENT

In case where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The project is to be coordinated and managed by the service provider in consultation with the Manager Spatial Planning and Human Settlements from Ntabankulu Local Municipality.

5. REPORTING MECHANISM

It is expected that progress reports be presented monthly to the municipality for comments and inputs. The Project Manager has the right to change frequency of reporting as and when necessary. Reporting process will be in both written and presentation format on the following phases of the project:

- Progress reports
- Close-out report
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6. SUBMISSION OF PROPOSALS

The closing date for the submission of proposals is specified on the advert. Proposals must be deposited at the tender box at the Ntabankulu Local Municipality offices situated at 85 Main street , Ntabankulu, 5130

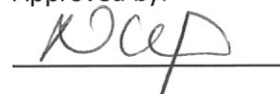
Submitted by:



S. Mtengwane

Manager: SP & HS

Approved by:



N. Ndlaku

Director: Development Planning