



NTABANKULU LOCAL MUNICIPALITY

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REQUEST FOR QUOTATION (RFQ): CASTING OF CONCRETE FLOOR SLAB AT COLA COMMUNITY HALL.

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

CASTING OF CONCRETE FLOOR SLAB AT COLA COMMUNITY HALL

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	01 March 2021
RFQ NUMBER	NLM/TS/CCFSCCH/2020/2021
DESCRIPTION OF GOODS/SERVICE	CASTING OF CONCRETE FLOOR SLAB AT COLA COMMUNITY HALL
CLOSING DATE AND TIME:	09 March 2021 AT 12H00
ENQUIRIES	060 973 8676/ ndikis@ntabankulu.gov.za - Mr. S Ndiki Technical Enquiries or 082 786 0772/ mdudio@ntabankulu.gov.za - O. Mdudi-SCM Related

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) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure

TERMS OF REFERENCE AND BOQ ARE AVAILABLE ON THE MUNICIPAL WEBSITE OR MAY BE COLLECTED AT SCM OFFICE.

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

Original Tax Clearance Certificate and 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	
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 and must valid for 90 days.	
Submit 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 within 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 . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.	
CIDB Grading-GB1	
It is compulsory that all service providers fill the Bill of Quantities (BOQ) available on the municipal website or the SCM Office.	

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 ON COMPULSORY REQUIREMENTS

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

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. "Firm" prices are deemed to be fixed prices and be valid for 90 days.
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 **"Casting of Concrete Floor Slab at Cola Community Hall"** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



O. Mdudi

SCM Manager


Recommended by



X.N. Venn

CFO

Approved by



L. Nonyongo

Municipal Manager



TERMS OF REFERENCE FOR CONCRETE FLOOR OF COLA COMMUNITY HALL

12 October 2020

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1. Introduction and Background

Ntabankulu Local Municipality is calling upon experienced, competent and qualified service providers for ripping and re-construction of Cola community hall floor slab in ward 5.

2. Scope of Work

- Scope of work comprises of ripping and disposing the damaged floor slab, compact the existing surface bed up 93% modified AASHTO, one layer of 250 micron embossed damp proof course, cast 20MPa/ 19mm stone sized concrete slab smooth finished surface of concrete with power float.

3. Agreement

The services will be rendered in accordance with the set deliverables in Service Level Agreement (SLA) that will be entered to by the Municipality and a successful bidder.

4. Financial Arrangements

- Payments for services rendered shall be made upon receipt of appropriate invoices or pro-forma invoice.
- Payment is made within thirty (30) days from the date of receipt of invoice by the municipality.

5. Supplier Qualification Criteria Must Consist of all the Following

Area of evaluation	Points allocated
1. EXPERIENCE Capacity to undertake the job <ul style="list-style-type: none">• Attach business profile of the entity	40 points

2. LIST OF KEY PERSONNEL Experience & Expertise relevant to the job <ul style="list-style-type: none"> • Attach proposed organogram for the project • Attach CVs of Key Personnel 	40 points
3. SCHEDULE OF PLANT AND EQUIPMENT Schedule of relevant plant and machinery for relevant for the job	20 points

6. Service Provider`s Requirements

- Valid company registration documents
- Registration with CSD
- Proof of BBBEE registration and status level contributor

7. Instruction for Supplying Pricing Information

- You are requested to submit a breakdown of your pricing and cost components for your services set out by the NLM

8. Submission of bids

Bids must be submitted in English.

All bids must be received before the deadline specified in the tender invitation to bid.

The envelope should carry the following information

- a) The address for submission of bid is indicated below
- b) The Project name and project number in which the bidder is responding to

Any infringement of these rules (e.g. unsealed and not clearly marked envelope) is to be considered a breach of the rules and will lead to rejection of the bid.

9. Costs for preparing the bids

No cost incurred by the bidder in preparing and submitting the bid shall be reimbursed.

All such costs shall be borne by the bidder. If proposed key personnel were to be interviewed. All costs shall be borne by the bidder.

10. Evaluation of bids

10.1 Evaluation of Technical Offers

The quality of each technical offer will be evaluated in accordance with the evaluation criteria and the associated weighting as detailed in this bid document. No other award criteria will be used. The evaluation criteria will be examined in accordance with the requirements as detailed in the terms of reference.

10.2 Presentation/Adjudication

The Bid Evaluation Committee may call for presentation by the short-listed bidders, after having established its written provisional conclusions but before concluding the technical evaluation.

The date and time of any such presentation will be confirmed or notified to the short-listed bidders at least seven days in advance. If a bidder is prevented from attending presentation by force majeure, a mutually convenient alternative appointment may be arranged with the bidder.

If the bidder is unable to attend this second appointment, its bids will be eliminated from the evaluation process.

10.3 Evaluations of Financial Offers

The financial offer will be evaluated after evaluating the technical offer

10.4 Confidentiality

The entire evaluation procedure from the drawing up of the short-list to the signature of the contract, is confidential. The evaluation/adjudication committee's decisions are collective, and its deliberations are held in closed sessions. The members of the evaluation/adjudication committees are bound to secrecy.

The evaluation reports and written records are for official use only and may be communicated to neither the bidders nor to any party other than the contracting authority.

11 Ethics Clauses/Corruptive Practices

- a) Any attempt by a bidder to obtain confidential information, enter into lawful agreements with competitors or influence the evaluation/adjudication committee or the contracting authority during the process of examining, clarifying, evaluating, comparing and adjudication bid will lead to the rejection of its bid and may result in administrative penalties.
- b) The bidder must not be affected by any potential conflict of interest.
- c) Ntabankulu Local Municipality reserves the right to suspend or cancel funding to this project, if corrupt practices of any kind are discovered at any stage of the award process or during the implementation of a contract if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act related to the award of a contract or implementation of a contract already concluded with the contracting authority.
- d) Bids will be rejected, or contract terminated if it emerges that the award or execution of a contract has given rise of unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any identified or commissions paid to a company which has every appearance of being a front company.

Failure to comply with one or more of the ethics clauses may result in the exclusion of the bidder or contract from other community contracts and in penalties.

12 Cancellation of the Bid Procedure

In the event of cancellation of the bid procedure, bidders will be notified of the cancellation by the contracting authority. If the bid procedure is cancelled before the envelopes of any bid has been opened, the unopened and sealed envelopes will be returned to the bidders.

12.1 Cancellation may occur when

- The bid procedure has been unsuccessful, i.e. not qualitatively or financially worthwhile bid has been received or there is no response at all
- The economic or technical data the project has been fundamentally altered
- Exceptional circumstances or *force majeure* render normal performance of the contract impossible
- All technically compliant bids exceed the financial resources available
- There have been irregularities in the procedure, where these have prevented fair competition.

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the contracting authority has been advised of the possibility of damages.

The publication of a procurement notice does not commit the contracting authority to implement the programme or project announced.

SPECIFICATION FOR COLA COMMUNITY HALL CONCRETE FLOOR SLAB

<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
<u>MANAGEMENT OF THE CONTRACT</u>				
Establishment of the site, management of the works, programme of the works, Temporary services (water, electricity, ablution facilities) and dis-establishment of the site on completion.	Provisional sum	1	20 000.00	20 000.00
 <u>CONCRETE, FORMWORK AND REINFORCEMENT</u>				
<u>SUPPLEMENTARY PREAMBLES</u>				
<u>Cost of tests:</u>				
The costs of making, storing and testing of concrete test cubes as required under clause 7 'Tests' of SABS 1200 G shall include the cost of providing cube moulds necessary for the purpose, for testing costs and for submitting reports on the tests to the Architect / Engineer				
<u>Formwork:</u>				
<u>Descriptions of formwork shall be deemed to include use and waste only (except where described as left in or permanent), for fitting together in the required forms, wedging, plumbing and fixing to true angles and surfaces as necessary to ensure easy release</u>				
 <u>UNREINFORCED CONCRETE</u>				
Demolish and remove the existing concrete floor slab	m ³	30		
Compact the existing surface bed and compact it up 93% Modified AASHTO	m ²	300		

One layer of 250 micron embossed damp proof course	m ²	300	
Cast 20Mpa/19mm stone sized concrete slab, smooth finished top surface of concrete with power float	m ³	30	
<u>CONCRETE TESTING</u>			
Making and testing 150 x 150 x 150mm concrete strength test cube (Provisional)	No	1	
Sub -total			