



The Knysna Municipality is inviting quotations from suitable service providers for the services described below.

Category: Contractors: CIDB

(For publication on the Knysna Municipality website & notice boards)

ADVERTISEMENT DATE:	21 May 2015
QUOTATION NUMBER:	45/2015
DESCRIPTION OF GOODS/SERVICES:	New Staircase at Hornlee Taxi Rank – Hornlee, Knysna
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Council adverts >Quotations)
CLOSING DATE: TIME:	29 May 2015 12h00
SUBMISSIONS:	Sealed quotations clearly marked, “ RFQ: 45/2015 New Staircase at Hornlee Taxi Rank – Hornlee, Knysna ”, can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: procurement@knysna.gov.za Contact person: Sandra Fourie (Tel: 044 302 6328) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
COMPULSORY REQUIREMENTS:	1. Compulsory Clarification Meeting: 10h00 26 May 2015 at Hornlee Taxi Rank 2. Only contractors with a CIDB grading of 1GB/ 1CE/ 1SL or higher will be eligible to submit a tender.
TECHNICAL ENQUIRIES:	Company : Tuiniqua Consulting Engineers Contact Person : Theuns Mynhardt Email : theuns@tuiniqua.co.za Tell : 044 382 6855

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution
- Attached KMBD4 document must be completed
- Tax Clearance Certificate or sufficient evidence that tax matters are raised with SARS must be attached.
- Only an official order will bind the Council.
- Status of Municipal Accounts must be submitted.

**GS EASTON
MUNICIPAL MANAGER**

**CLYDE STREET | KNYSNA
“WHERE PEOPLE AND NATURE PROSPER”**

The Knysna Municipality is implementing an online purchasing management system. This system allows vendors to register online, receive automated alerts via e-mail and will eventually allow vendors to submit bids electronically. All opportunities >R30 000 (RFQ's and Tenders) are processed through our online system. To register go to www.knysna.gov.za – Council adverts – Supply Chain Management – SCM e-mail list – complete info and click on submit form. Enquiries may be directed to: nmlisana@knysna.gov.za

RFQ 45/2015

NEW STAIRCASE AT KNYSNA TAXI RANK – HORNLEE, KNYSNA

1. EVALUATION

All bids will be evaluated by a panel on the basis of functionality where 20 out of a maximum of 30 points are required to go through to the final evaluation. The final evaluation will be done in terms of the Council’s Preferential Procurement Policy which states 80 for price and the remaining 20 for B-BBEE.

Regarding functionality the following criteria will be applicable and the maximum weighting of each criterion is indicated in brackets:

- 1. General building works - contracts completed (30 points)

A bidder that scores less than 20 points out of 30 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.

2. FUNCTIONALITY:

- 1. Previous contracts completed in the field of Structural steel by either the tenderer or subcontractor. (30 points)**

Contract Name	Description of works	Client Name Client Contact No	Town	Value

Number of contracts completed referred to, where structural steel structures were erected by either the main contractor or the proposed subcontractor. (Please provide a reference letter for each contract completed). The name and details of the subcontractor should be made available to be liable for the functionality points.

- 0 – 3 contracts = 15 points
- 3 – 5 contracts = 20 points
- 5 – 7 contracts = 30 points

SPECIFICATIONS

RFQ 45/2015

NEW STAIRCASE AT KNYSNA TAXI RANK – HORNLEE, KNYSNA

SCOPE OF WORKS:

1. DESCRIPTION OF WORKS

1.1 Employer's objectives:

The employer wishes to erect a steel structure at the Taxi Rank in Hornlee.

The works comprises the following:

- Setting out of the site, notifying all parties that will be affected by the works.
- Clear and grub construction area
- Trim insitu material to correct level
- Remove and set aside existing paving
- Remove and re-erect retaining blocks to allow for new staircase
- Remove balustrade to fit new staircase
- Remove and re-erect electrical lamp post
- Excavate for new bases
- Supply and erect steel staircase as per drawing
- Lay pavers set aside
- Remove all rubble and clean site
- All work as per Engineers Drawing and approved building plan:

N15/49-1

Site Plan by the Architect

Location of the works:

Corner of Vigilance Drive & Stroebel Street, Erf 3281, Hornlee, Knysna

Contract time period maximum of **4 weeks**

1. CONSTRUCTION

Work specifications

1.1 Applicable SANS specifications

1.1.1 The following SANS 1200 specifications for civil engineering construction are applicable:

SANS 1200 AA	:	General (small works)
SANS 1200 C	:	Site Clearance
SANS 1200 G	:	Concrete (small works)
SANS 1200 H	:	Structural Steelwork
SANS 1200 HC	:	Corrosion protection of structural steelwork
SANS 1200 MJ	:	Segmented Paving

1.1.2 SANS 10400



PRICING SCHEDULE

ITEM	PAY- MENT	SHORT DESCRIPTION	UNIT	QTY	RATE	AMOUNT TENDERED
		SECTION A				
		PRELIMINARY AND GENERAL				
		(SABS 1200 AA - 1982)				
1	8.30	FIXED-CHARGE ITEMS				
1.1		FACALITIES FOR THE CONTRACTOR				
1.1.1	8.3.1	Offices, sheds and workshops	Sum	1		
1.1.2	8.3.2	Ablution and litrine facilities	Sum	1		
1.1.3		Plant, tools and equipment	Sum	1		
1.1.4		Water supply, electrical power and communications	Sum	1		
1.1.5		Watching, lighting and barricading	Sum	1		
1.1.6		Other fixed charge obligations	Sum	1		
1.1.7		Accomodation of traffic	Sum	1		
1.1.8		Removal of Site Establishment	Sum	1		
1.1.9		Contractual Requirements	Sum	1		
1.1.10		Establishment on Site	Sum	1		
2		ACCEPTANCE TESTING				
2.1		Provisional allowance for acceptance testing by Engineer	Sum	Prov		1,000.00
3		HEALTH AND SAFETY ACT				
3.1		Compliance with "Occupational Health and Safety Act" Act 85 of 1993	Sum	1		
Total carried forward to summary						

ITEM	PAY-MENT	SHORT DESCRIPTION	UNIT	QTY	RATE	AMOUNT TENDERED
		Section B				
		PAVING AND STRUCTURE				
1	1200C	SITE CLEARANCE 1200C				
1.1	8.2.1	Clear and grub construction area of all vegetation including trees and stumps of girth less than 1m as instructed by Engineer	m ²	2		
1.2		Trimming of insitu material to the correct levels, including excavation when required	m ²	2		
2		PAVING SANS 1200 MJ AND 1200GA				
2.1		Remove and set aside existing paving to allow for excavations for column footings.	m ²	4		
2.2		Scarify and compact insitu material to 90% mod AASHTO	m ²	1		
2.3		Lay pavers set aside in item 2.1, including 125mm G5 layer compacted to 93% Mod AASHTO.	m ²	4		
2.4		Remove retaining blocks and re-erect to allow for new posts.	m	5		
2.5		Excavate for new bases, cast new bases and backfill to receive paving blocks	Sum	3		
3		STRUCTURE SANS 1200 H AND 1200 HC				
3.1	8.30	Supply and erect steel staircase as per drawing	Sum	1		
3.2		Remove electrical lamp post and re-erect next to staircase including extension of electrical cable.	Sum	1		
3.3		Remove existing balustrade to fit in with the new staircase and make good loose ends of balustrade	Sum	1		
Total carried forward to summary						

SUMMARY

SECTION A - PRELIMINARY AND GENERAL

SECTION B - EARTHWORKS, PAVING AND STRUCTURE

SUB TOTAL

CONTINGENCIES

5,000.00

SUB TOTAL

Add 14% VAT

TOTAL

NOTES

- (i) Site must be safe for public at all times during construction.
- (ii) Applicable Health and Safety regulations must be adhered to.
- (iii) Retention of 10% on works for period of 90 days.
- (iv) Prices to include
 1. All works described on the supplied Drawings: Dwg No's
 - i. N15/49-1**
 - ii. Site Plan by the Architect**
 2. Site establishment Supply of all labour and materials to complete the Works
 3. Cart away and tidy site on completion
 4. Health and Safety compliance



KMBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R100 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE80.....
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION20.....
Total points for Price and B-BBEE must not exceed	100

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with annual total revenue of R5 million or less.
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.16 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.17 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm

:

- 8.2 VAT registration number :

- 8.3 Company registration number :
.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business?

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

..... SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

KMBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

.....
Contact number