



Knysna

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INCLUSIVE. INNOVATIVE. INSPIRED.

ADVERTISEMENT DATE:	15 July 2019
RFQ NUMBER:	06/2019/20
DESCRIPTION OF GOODS/SERVICES:	CHARLESFORD/EASTFORD M&E_T57 OF 2018/19_QUOTATION TO BE APPOINTED AS OHS AGENT
RFQ DOCUMENTS ARE OBTAINABLE FROM:	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Information centre>SCM>RFQ)
CLOSING DATE: TIME:	23 July 2019 12:00
SUBMISSIONS:	<p>Sealed quotations clearly marked, “06/2019/20 “CHARLESFORD/EASTFORD M&E_T57 OF 2018/19_QUOTATION TO BE APPOINTED AS OHS AGENT””. Supply and delivery can be submitted:</p> <p>By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna</p> <p>By fax to: 086 650 1415</p> <p>By email to: sfourie@knysna.gov.za</p> <p>Contact person: Sandra Fourie (Tel: 044 302 6328) Electronic bid documents must reach the Supply Chain Management Section before the closing time.</p>
COMPULSORY REQUIREMENTS:	
TECHNICAL ENQUIRIES:	Contact Persons : Bryan Campher Email : bcampher@knysna.gov.za Tel : 044-3026435
<p>The following conditions will apply:</p> <ul style="list-style-type: none">• Price(s) quoted must be firm and must be inclusive of VAT when applicable.• Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.• Price must include all related expenses, i.e. transport, accommodation etc.• Attached KMBD 4 document must be completed.• Status of Municipal accounts must be submitted.• Invoices must be submitted to jcordier@knysnagov.za and will be paid within 30 days of delivering the service.• Only an Official order and appointment letter will bind the Council.	

MUNICIPAL MANAGER
DR S VATALA

REQUIREMENTS:

CHARLESFORD/EASTFORD M&E_T57 OF 2018/19_QUOTATION TO BE APPOINTED AS OHS AGENT

EVALUATION

A panel on basis of functionality (100%) and Price 80 will evaluate all bids. The points scored for functionality will not be carried over to price, but will only be used as a gate keeping exercise. The final evaluation will be done in terms of the Council's Preferential Procurement Policy that states 80 for price and the remaining 20 for B-BBEE.

Point's allocation for functionality

1. Company history and experience on similar works with references to previous experiences. (15)
2. List of contactable references of similar municipal services previously done. (15)

EVALUATION SCHEDULE

******* (Your pricing schedule will not be considered if proof relating to this table is not attached to this document)**

Criteria	Scoring criteria	Points Claimed
Provide company profile, history, years of experience. Years of experience must be clearly indicated in the company profile or CV	Years 1 - 2(5) 3 - 4(10) 5 + (15)	
Provide a list of contactable references of similar municipal services previously provided	1 ref (5) 2 refs (10) 3 refs or more (15)	
Total	30	

Tenderers must achieve a minimum of 20 points in order to qualify for further evaluation on price and preference points

06/2019/20:

Background:

CHARLESFORD/EASTFORD M&E_T57 OF 2018/19_QUOTATION TO BE APPOINTED AS OHS AGENT

Pricing Schedule

SPECIFICATIONS

1. Legal framework of the appointment

Under the current Construction Regulations, the responsibilities and liabilities to ensure health and safety on a project remain with the client and failure to comply with these regulations is a criminal offence.

As set out in regulation 5(6) of the Regulations, the client may appoint a competent person as an Agent in writing to act as the client's representative, in which case the responsibilities applicable to the client shall as far as is reasonably practicable, apply to the appointed Agent.

2. Proposed scope of work

The scope of work of the Agent will in general cover the requirements of regulation 5 of the Regulations. More specifically, it will entail the following:

- 2.1 Provide a project specific health and safety specification to the Principal Contractor. The Client has done a general specification by including this specification in the tender documents, which the tenderers cost to comply with the Regulations in their tenders.
- 2.2 Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely.
- 2.3 Take reasonable steps to ensure all contractors appointed by the client to comply with these Regulations.
- 2.4 Ensure before any work commences on a site that the principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- 2.5 Discuss and negotiate with the Principal Contractor the contents of his draft health and safety plan for final approval for implementation to ensure that it covers all the aspects it is required to in terms of the Act. This will be done as soon as is practicable after the Contractor has been appointed but before any construction, work is executed.
- 2.6 Finally approve the health and safety plan for implementation. This will also be done before the Contractor will be allowed to commence with the construction work.
- 2.7 Take reasonable steps to ensure that each contractor's health and safety plan contemplated in regulation 7(1) (a) is implemented and maintained.
- 2.8 Ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least every 14 days.
- 2.9 Ensure that a copy of the health and safety audit report contemplated in the paragraph above is provided to the principal contractor within seven days after the audit.

- 2.10 Stop any contractor from executing a construction activity, which poses a threat to the health and safety of persons, which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site.
- 2.11 Ensure that the health and safety file contemplated in regulation 7(1) (b) is kept and maintained by the principal contractor.
- 2.12 Manage the health and safety and monitor the execution of the construction work to ensure that this is being done in accordance with the Contractor's health and safety plan for this contract.
- Monitoring by the Agent will be carried out at an absolute minimum of 2 times per month, but the responsibility remains with the Agent to ensure that all Health and Safety requirements are adhered to, thus inspections may be required on a weekly or daily basis.
 - Monitoring will consist of a walk through inspection of the site together with the auditing of all registers and documents the Principal Contractor and Sub-Contractors are required to maintain.
 - A monthly non-compliance report must be submitted to the client in which all instances where the Principal Contractor has deviated from the requirements of his health and safety plan, together with the actions taken by the Agent, will be recorded.
2. 13 on completion of the contract, all relevant documentation generated by the Principal Contractor as well as a final non-compliance report must be submitted to the client.

3. Contract data

It is expected that construction will begin in August 2019 and end January 2020. Construction value is expected to be approximately R21million. This work will cover supply and installation of new mechanical and electrical equipment to upgrade the Knysna Bulk Water Supply. We expect one to two construction teams to be on site. The successful Agent will be expected to be on site at sufficient intervals and for sufficient time to ensure adequate supervision.

4. The proposed set out of your quotation should be as follows:

4.1 Proposed personnel

The following staff members will collectively fulfil the role of Agent:

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4.2 Estimated cost

4.2.1 The budget, which is proposed below, is based on the following assumptions:

- A construction period of 06 months in the period August 2019 up to January 2020. Assumed at least two visits per month i.e. 12 visits required (See Item 2.12).

- The Principal Contractor having a good understanding of his responsibilities in terms of the Act and therefore being able to prepare a good quality draft health and safety plan. In other words, we have not allowed for “training” the contractor in this regard.

4.2.2 Proposed budget

- Compile in liaison with Client a project specific health and Safety specification: R.....
- Discuss and comment on contractor’s draft plan: R.....
- Approve final H&S plan: R.....
- Monitoring the execution of the construction
Work for 6 months (say 2 visits per month i.e. 12 visits) R.....
- Project management: R.....
- Quality control of process: R
- Total estimated cost: R.....

The budget amounts are exclusive of VAT.

4.2.3 Frequency of invoicing.

Invoices will be submitted directly to the Client on a monthly basis based on the work completed up to that point.

- Find enclosed with this letter the extract of the tender document with respect to the extent of the work as well as general health and safety specifications for your use and comments.

6. Conclusion

Should your quotation be successful you would be appointed directly by the Knysna Municipality in terms of their standard conditions for Service Providers.

We trust that we have provided you with sufficient information to complete the quotation form. However, please do not hesitate to contact the undersigned should you need any further information. Proof of PI insurance must be submitted with the quotation form and CV’s must be supplied for all personnel to be used in the execution of the project.

<u>Contact Details of Tenderer</u>	
Knysna Municipality Supplier number	
CSD Supplier number	
CSD Unique Registration Reference Number	
The name of the Tenderer:	
The name of the contact person:	
The address of the Tenderer:	
Telephone:	
Facsimile:	
E-mail:	
Address (physical):	
Address (postal):	
Signature:	
Date:	

1.	No bid will be accepted from persons in the service of the state ¹ .		
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, hareholder ²):		
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: _____ _____		
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 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

5. I, the undersigned (name) _____, certify that the information furnished in paragraphs 3 and 4 above is correct.

I accept that the state may act against me should this declaration prove to be false.

Name of Bidder		Date	
Signature		Capacity	

11. MDB 15 – Certificate for Payment of Municipal Services

NAME OF THE BIDDER: _____

FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy (ies) of ID document(s)

I, _____,
(Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards **a Municipality** in respect of which payment is overdue for more than 30 days;

THUS DONE AND SIGNED for and on behalf of the Bidder, at _____, on the _____

_____ day of _____ 20_____.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE:		NAME (PRINT):	
CAPACITY:		NAME OF FIRM:	

For office use (comments):