

**OPPORTUNITY TO TENDER FOR THE SUPPLY AND
INSTALLATION OF A LIFT IN THE AUDITORIUM,
MUNICIPAL BUILDING, HERMANUS**



**PROPOSAL
CALL
DOCUMENTATION**

SC 644/2009

**TO ALL PARTIES INTERESTED IN
SUBMITTING PROPOSALS FOR THE SUPPLY
AND INSTALATION OF A LIFT IN THE
AUDITORIUM, MUNICIPAL BUILDING,
HARMONY LANE, HERMANUS**

1. INTRODUCTION

- 1.1 The Overstrand Municipality has to install a lift in the Auditorium, Municipal building, Hermanus.
- 1.2 The objective of this exercise is to enable the Municipality to select the best submission in terms of both financial and concept appropriateness for the venue.
- 1.3 The documents are self-explanatory and interested parties are encouraged to read through them carefully, so as to familiarise themselves with both the overall intent of Council, as well as with the procedures for the award.

2. THE PROPOSAL CALL PROCESS

The process to be followed in this proposal call shall be as follow:

- 2.1 The submission of a tender price, plans and sketches must be clearly set out in the applicants submission.
- 2.2 The submissions will be evaluated by a duly constituted evaluation committee. It should be noted that the committee is not obliged to accept any of the proposals submitted.

3. THE PURPOSE OF THE LIFT WITHIN THE NATURE OF ITS VENUE.

- 3.1 The sound room is 1.8 m above the Auditorium floor. The purpose of the lift will be to transport equipment and operators from and to the sound room. The lift must have a minimum capacity to carry 250kg and will hoist vertically.
- 3.2 The Auditorium is used for meetings, shows, etc. The lift should therefore be silent when in operation.

4. SERVICES

- 4.1 A service agreement will have to be entered into with the Municipality.

5. SUBMISSION REQUIREMENTS

- 5.1 Submissions are invited from all parties with the financial means and experience to submit a proposal for supply and installation of the lift.

5.2 The following criteria will be used to evaluate the submissions received:

☐ **Purchase Price:**

Based on the offer made.

☐ **Timeframe:**

The applicants' must indicate the timeframe for work to be done.
The commencement date and the execution date of the project.

☐ **Applicants' experience and expertise:**

The applicants' track record with reference to ability and experience with regard to supply and installation of lifts of a similar nature, as well as proof of relevant CIDB grading.

5.3 All tenders will be evaluated and adjudicated according to the set evaluation criteria. Tenderers will be expected to submit conceptual design plans and proposals in sufficient detail to communicate the overall intended project.

- Sketch plan
- Service provision
- Goods and operator access
- CIDB grading

A short report must accompany the above and should deal with the following:

- Guiding design principles
- Cost estimates of the project

6. METHOD OF SUBMISSION

6.1 The tendered price offered must be submitted in a sealed envelope and endorsed "*Proposal Call: Supply and installation of lift, Auditorium, Municipal building, Hermanus*". It must be deposited in the tender box in the foyer of the Municipal offices Hermanus, before 12 noon on Friday, **15 May 2009. Proposals which are not submitted in a sealed envelope or proposals received after closing time and date, will not be considered.**

- 6.2 Council is not obliged to accept the highest bid or any of the proposals submitted.
- 6.3 Council may wish to interview prospective organisations or individuals prior to awarding the tender to any organisation.
- 6.4 The decision of Council will be final.

7. ACCEPTANCE

- 7.1 The tender shall remain irrevocably open for acceptance by the Council for a period of 90 days calculated from the date of the closing of tenders.

Please note: Tenders solicited in terms of a quotation procedure:

Clause number F.2.1 (Standard Conditions of Tender as contained in Annex F of the September 2005 edition of the CIDB Standard for Uniformity in Construction Procurement) is applicable:

Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a 1SI or higher class of construction work, are eligible to have their tenders evaluated.