



The Overstrand Working for Water Project (WfW)

CALL FOR QUOTATIONS – WQ NUMBER SCM/WFW/003/2013

CONTRACT NUMBERS G40B 1001001053, 1054, 1055, 1059, 1060, 1061, 1062 PROTEA, G40L400101367, 1368, 1369 AND G40H200200124 and 128 HERMANUS/ONRUS

The **Protea, Kleinriver and Hermanus/Onrus Working for Water** projects have a need for clearing invading plants as detailed in the attached 4 sheets. You are invited to submit a Quotation for this work if you comply with the requirements below.

1. You must have been **selected as one of the WfW Programme's Contractors** (The Project does consider additional Contractors from time to time. If you wish to be considered for selection as a Contractor, you should contact the Project Manager to find out when the next Contractor selection process will be held).
2. You must have had all the necessary **training** from **WfW** (refer to the contractor training programme).
If you are new, you may have up to 4 initial training quotes without competing against other contractors.
3. You must have **registered** as a Contractor with WfW (supplier number, bank details, signed the WfW Rules and Regulations).
4. If necessary, you must be registered for and show proof of payment of **VAT**. You need to register for VAT if you charge VAT and have an annual turnover of more than R1,000,000 per year. Your Clearance Certificate provides proof of payment.
5. You must have registered for **Tax** with SARS and provide a Tax Clearance Certificate.
6. You may not have worked in Working for Water or any other Special Public Works Programme more than **24 months in a 5 year period** (unless restarting after pregnancy)
7. You must be from the **local area**.
8. You may only have **one team** operating at any time.
9. You will be required to be **on site supervising and controlling of the team, full time**. If you cannot be on site, you will be required to inform the Project Manager beforehand.

SITE BRIEFING

Your quotation will not be considered unless you have attended the site briefing session.

The site briefing session will be held as follows:

Venue: Hermanus/Onrus at Hamilton Russel	Date: 04 February 2013	Time: 12H00
Venue: Protea at Lamloch	Date: 04 February 2013	Time: 11H00
Venue: Kleinriver at Badenhorstkloof	Date: 04 February 2013	Time: 13H30

SUBMITTING A QUOTATION

The Quotation must be completed and signed by the Contractor, and must be deposited in a sealed envelope in **Tender Box No. 7** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Quotations may only be submitted on the quotation documents supplied by the Working for Water Project Office.

The closing date and time of the quotation is on **08 February 2013 at 12H00** and will be opened immediately thereafter in the Committee Room, Hermanus Administration. No late submissions after this date will be considered.

Quotations must be valid for 60 days after the closing date. Quotations shall be evaluated in terms of the Preferential Procurement Regulations, 2011 and bidders may claim preference points in terms of their B-BBEE status level of contribution.

QUESTIONS

There is a standard Quotation Document available from the Project Manager, as well as written guidelines for completing the Quotation.

Please direct any technical queries to the Senior Project Manager.

Project Manager: Mr Tarron Dry

Contact number: 028 316 3724

THIS IS NOT GUARANTEE OF WORK

The Overstrand Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept any quotation, as it may deem expedient. Quotations are subject to the Standard Conditions of Tender and the Supply Chain Management Policy of the Overstrand Municipality.

Your quotation will be evaluated against others according to set criteria which are attached. If you are selected, you will be informed and given an order number by the Project Manager.

In the event that the extent of the work coincides with the implementation period of work in another area, bidders should indicate their preference on a separate letter. You may only start work once you have been given an order number.