

PART B: TECHNICAL SPECIFICATIONS, PRICING CONDITIONS AND PRICING SCHEDULE
TERMS OF REFERENCE
1. INTRODUCTION

The quotation involves the supply, delivery and installation of tiles at the Financial Planning administrative offices. The municipality herewith extends this invitation to call for quotations from interested contractors who meet the eligibility criteria set out in the conditions of the tender.

2. BACKGROUND

A need has been identified for the supply, delivery and installation of tiles in at least fifteen (15) offices at the Financial Planning administrative offices. The total surface area is approximately 255 square metres (m²).

3. PURPOSE

The objective of this bid is to appoint a contractor for the supply, delivery and installation of tiles at the Financial Planning administrative offices, as part the department's building renovation project, to enhance the aesthetics and functionality of the designated areas through the professional installation of tiles, ensuring durability and compliance with all relevant standards.

4. ELIGIBILITY CRITERIA

Only those tenderers who satisfy the following eligibility criteria are eligible to submit quotes:

- i. Who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to 1GB or higher than a contractor grading designation determined in accordance with the sum tendered for a 1GB class of construction work (proof of CIDB registration to be attached with the quote document).

Joint ventures are eligible to submit tenders provided that:

- a) every member of the joint venture is registered with the CIDB;
- b) the lead partner has a grading designated in the 1GB class of construction work; and
- c) the combined contractor grading designation calculated in accordance with the construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 1GB class of construction work.
- ii. Who complies with the Compensation of Occupational Injuries and Disease Act (COIDA) (proof of valid letter of good standing from the Department of labour to be submitted with quote).
- iii. Comply with applicable Building Bargaining Council (proof of valid letter of good standing letter to be submitted with quote)

5. SCOPE OF SERVICE
5.1 The scope of works includes, but not limited to, the following:

- a) Surface Preparation: Removing existing floor/wall coverings (e.g., old tiles, carpets, adhesives), repairing any damaged or uneven areas, and ensuring the substrate is clean, dry, and structurally sound;
- b) Waterproofing: Applying approved waterproofing membranes in wet areas and conducting leakage tests before tiling commences (if necessary)
- c) Setting Out and Layout: Establishing reference lines and layout patterns (e.g., using the 3-4-5 rule for squareness, applying the 1/3 offset rule for large format tiles) to minimize cuts and ensure a professional finish;
- d) Installation: Mixing and applying approved adhesives/mortar as per manufacturer's instructions and setting tiles with uniform joint widths using plastic spacers;
- e) Cutting and Fitting: Neatly cutting and fitting tiles around pipes, electrical boxes, door frames, and other obstructions;
- f) Grouting and Sealing: Filling joints completely with approved grout and applying a sealer if required; and
- g) Clean-up and Waste Disposal: Removing all debris and surplus materials from the site daily and upon completion.
- h) Protection: Protecting the newly installed tiles from traffic and damage for at least 24-48 hours after completion.

6. MINIMUM TECHNICAL REQUIREMENTS

6.1 A total of fifteen (15) offices are required to be tiled as follows:

Room No	Room Description	Floor surface (measurements)	Total square metres
1	CELIA STEENKAMP OFFICE	3,7m X 3,5m	12,95
2	SAMONIA'S OFFICE BIG ASSET OPEN PLAN OFFICE	8,7m X 4,3m	44,61
3	WERNER WILLIAMS OFFICE	1,8m X 4m	7,2
4	ACCOUNTANT OFFICE 1 -	4m X 2,2m	8,8
5	ACCOUNTANT OFFICE 2	4,6m X 2,7m	12,42
6	HENDOLENE OFFICE MAIN CORRIDO	5,1m X 4m	20,4
7	RENE OFFICE OPEN PLAN OFFICE	5,2 m X 5,2m	27,04
8	JOSEPHINE PETRO OFFICE	4m X 2,5m	10
9	ANDRE CROTZ OFFICE DOWN THE CORRIDO	5,1m X 4m	20,4
10	GILMORE HAAS OFFICE CORNER OFFICE-	4m X 2,5m	10
11	MARIUS OFFICE	4m X 2,6m	10,4
12	COSTING'S OFFICE OPEN PLAN OFFICE AT THE BACK	3,5m X 4m	14
13	REAGAN MANUAL	3,6m X 4m	14,4
14	MAWANDA NDAMOYI	5,2m X 6,2m	32,24

6.2 Materials

All materials must be from approved manufacturers and used according to their specifications.

6.3 Tile specifications

Please specify the type, color, size, and finish of tiles (e.g., "White Gloss Tiles 200x200mm").

- **Tile should be non-slippery -Matt porcelain tile**
- **Colour- Chwaka slate**
- **Size-350 x350**
- **1.59 m amount at 150.89 per box**

7. GENERAL

7.1 The successful bidder will be responsible for the supply, delivery and installation of tiles at the required site, as indicated in the quote document.

7.2 Turn-around times

Completion of works: Within 6 weeks of receiving official order. If a Service Provider/ Contractor does not meet this requirement, the Municipality will engage the services of another Service Provider/ Contractor, in which instance any additional cost will be passed on to the Service Provider/ Contractor. For this purpose, the Service Provider shall maintain a continuous telephone service where staff can be reached at all times.

- **Completion of works- Estimated time frame is estimated 2 months, due to not knowing how long the process might take, also considering the conditions of the floors that need to be level in order to start laying the tiles, that can take long as well since most offices have wooden layers beneath the carpet**

7.3 Rates to be all inclusive:

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Rates tendered for in the Pricing Schedule must be inclusive of providing site management, supervision, tools, travel, materials, consumables and labour as well as Health & Safety requirements.

7.4. No work without official order

No work will be carried out by the Service Provider/ Contractor until such time as an official order has been issued.

7.5 Compliance with Occupational Health and Safety Act 1993

The requirements of the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations 2003 issued in terms of Section 43 of the Act shall apply. The tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith. The Occupational Health and Safety Act, 1993 (Act 85 of 1993) stipulates that the Chief Executive Officer is primarily responsible or liable for the health and safety of all his/her employees. This is embedded in Section 16(1) of the said Act. This responsibility or liability is also extended to include a mandatory that performs work on behalf of the employer on his/her premises. A "mandatory" is defined in the said Act as: - "Including an agent, contractor or subcontractor for work, but without derogating from his status in his own right as an employer or user"

In terms of Section 37(2), read with Section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatory. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatory regarding the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of the Occupational Health and Safety Act, 1993.

In order to ensure that this written agreement is honored at all times, regular inspections of work that is performed will be conducted and if found to be non-compliant with the said agreement, a notice of non-compliance will be issued. All work will be stopped and reasons for non-compliance must be given and what corrective action will be taken to rectify the situation must be stipulated & Safety.

7.6 Staff requirements

The contractor shall make provision in their tender price for the required specialist capability to provide high quality workmanship for the works under this contract. Given the high standards that the Municipality places on tile/ floor installation requirements, the allocated staff to this project should be of a dedicated nature.

7.7 Equipment, Materials and Consumables

7.7.1. All necessary human resource capacity, equipment and materials for the successful execution of the above is to be provide by the Service Provider, inter alia:

- a) Adequate stock of all consumables required for the proper execution of the tasks at hand;
- b) Tools and equipment (trowels, cutters, levels, mixers, PPE;
- c) Drilling equipment
- d) Appropriate transport for all deployed teams
- e) Access to specialised equipment

7.7.2 Restrictions on how the Service Provider provides the service is listed below, but is not limited to the following: -

- a) The Service Provider shall provide the Client periodically with a written record, in schedule form, reflecting the number and description of staff employed on site;
- b) The Service Provider will strictly control all its staff that is deployed on site;
- c) The Service Provider is to strictly control all its working activities on-site
- d) All sub-contractors of the Service Provider must be approved by the Municipality and will be subject to any vetting process as may be required.
- e) All variations in respect of scope of work must be requested in writing from the Municipality

7.7.3 Should the Municipality require a programme showing the key activities for any requested works, it should illustrate the following:

- a) The start and completion dates for each of the activities; and
- b) The order and timing of operations which the Service Provider plans to provide the Municipality with.

Special Note:

The Service Provider has the responsibility to take all measurements for quotation purposes which are to be verified by the Municipality. No variations will be allowed after quotation, unless approved by the Municipality in writing.

7.8 **Risks**

Where any damage is caused due to negligence for the contractor, the contractor shall make good such damage at own expense to the satisfaction of the Municipality with the minimum disruption of essential services.

Special note:

Where the Municipality is forced to carry out any repairs due to the contractor's activities, this cost will be billed to the contractor.

7.9 **Provision for contingencies**

The use of contingencies is at the absolute discretion of the Municipality and can only be used if pre-approved by the Municipality.

- 7.10. If a sub-contractor is required, the successful bidder should ensure that sub-contractor is capable and qualified to perform work according to specified requirements.

- 7.11. In addition, the delivery, offloading and stacking in designated area and safekeeping of all items shall be the responsibility of the successful bidder.
- 7.12. The municipality reserves the right to cancel an official order and return all goods, at no cost to the municipality, if the successful bidder does not comply with these requirements.
- 7.13 Breede Valley Municipality will not be held liable for any damage to personnel, equipment, or goods prior to signing for delivery/service rendered.

8. MANDATORY REQUIREMENTS

- 8.1. Service providers/ contractors must adhere to the following conditions:
- a) Bidders must provide proof of evidence in respect of comparable projects/ contracts (in relation to installation of vinyl flooring) with a consolidated amount of at least R50,000.00 (including VAT) or more)
- Note 1:** In order to validate the claim in this criterion, bidders must submit proof secured/ current or completed contracts. Proof of evidence must conform to the following criteria:
Award letters or Official orders on the client letter heads clearly indicating the contract number, description and value, duly signed by an authorized representative of the client

➤ **Estimation Cost:** The amount can be around 60000-up to 100 000

- b) Bidders must provide proof of CIDB registration as a 1GB or higher
- c) Bidders must provide proof of letter of good standing from the Department of labour
- d) Bidders must proof of valid letter of good standing letter from the BIBC.

Failure by the bidder to submit the relevant proof of evidence with quotation submissions will render their offer non-responsive.

9. COMPLETION PERIOD

Completion of services must be completed within maximum 6 weeks after the receipt of order.

Completion Period :6 weeks – if there is no delay in any finding that they may find during the process

10. WORKMANSHIP GUARANTEE

- i. Normal retention period (6 Months)

11. HOURS OF WORK

All normal work under this Agreement will be performed during regular hours of regular working days: Monday to Friday 7:45 a.m. to 4:30 p.m. ("Regular Hours"). Special arrangements can be made for works to be performed after hours, subject to approval from an authorized representative from the municipality.

➤ **HOURS OF WORK :**

Normal working hours will be utilized for this project 07:45-16:30 unless otherwise requested by contractor to work after hours ,which can be arranged accordingly, also considering number of offices arrangement will be made for officials to work from other spaces while they doing the tiling

12. PAYMENT TERMS

In general, payment shall be made upon the completion of the installation works at all relevant sites and the required inspection reports (inclusive of the required certificates of compliance) are duly submitted to the satisfaction of the Municipality or his representative.

13. PAYMENT CLAIMS

In general, payment shall be made per order to the contractor provided that the requisite work has been carried out satisfactorily and the required inspection reports duly submitted to the satisfaction of the Municipality or his representative.

13.1 Payment Claims

- a) The contractor shall be responsible to prepare and submit at his cost payment claims for all works with forms and procedures.
- b) Invoices must show the period, the amount claimed for the works completed and the breakdown of all work for which the payment is being claimed for.
- c) All invoices must be presented a fully itemised list of the work being charged for in line with the rates of the quotation.
- d) No payment must be made by the municipality's representative for any unauthorised service performed by the successful bidder.
- e) Invoice must refer to official order number and date of service.

13.2 Payment for Works Covered by Approved Purchase Orders

For Works ordered under cover by an Official Order, the Contractor shall submit payment claim with two (2) copies of invoice, similar to that for routine maintenance, and shall attach copies of original supplier's invoice where appropriate. The Municipality may require the Successful bidder to submit measurements of quantities for materials/equipment used, etc. for checking and verification of the claimed payment. The invoices shall clearly indicate the Order number.

13.3 Payments withheld

Failure by contractor to provide services or comply with any provision of this Contract shall entitle the Municipality (in addition to any other remedies Municipality may have) to withhold payments due to contractor as may be deemed in the Municipality sole and absolute discretion to be reasonably necessary.

14. FAILURE TO PERFORM

- 14.1. Upon any delay beyond the maximum completion period, the late completion will be penalized with 1% of the value of the order for every day late and will be deducted from the relevant payment of the Municipality.

15. ADDITIONAL REQUIREMENTS/CONDITIONS (SPECIAL CONDITIONS OF CONTRACT)

All service providers must adhere to the following conditions:

- 15.1 Bidders to cast prices/ rates which must remain fixed for at least 60 days from date of quote closing, to allow for a quotation process and in turn for the for the municipality to make a successful award.
- 15.2 Bidders are required to cast prices for all items, as listed in the schedule of quantities. The quotation will be evaluated and awarded as whole to one successful contractor.
- 15.3 Bidders rates shall include all costs associated with bring the service/ works to Council.
- 15.4 The Municipality reserves the right NOT to order any item, should the need not materialize.
- 15.5 The Municipality reserves the right to amend the quantities at its discretion to meet the budget limitations and/ or operational requirements.
- 15.6 Payments will be done monthly (30-day account from statement), subject to the deliver note and upon presentation of a valid tax invoice with the period prescribed by the municipal procurement policy.
- 15.7 The average quantities, as per pricing schedule, are required, in which the municipality will put in orders for various quantities of the goods, as and when the need arise.
- 15.8 All work must comply with relevant national building standards and manufacturer's recommendations.
- 15.9 The contractor must have adequate public liability insurance and workers' compensation coverage.
- 15.20 The contractor must adherence to all Health, Safety, and Environment (HSE) procedures and the submission of a project-specific safety plan for approval.

16. PRICING CONDITIONS

- 16.1. The pricing structure or schedule has been designed for bidders to cast their prices for supply, delivery and installation of tiles. The pricing structure or schedule has been designed for bidders to cast their rates for each individual item in terms of the services required, which must remain fixed and firm. Bidders must quote on all item(s) listed, failure to adhere to this requirement shall lead to automatic disqualification. The quotation will be evaluated and awarded as a whole.
- 16.2 All prices shall be quoted in South African currency and be **INCLUSIVE OF ALL APPRICABLE TAXES.**
- 16.3. Tender rates must be submitted on the Pricing Schedule. No deviations from the current pricing structure will be permitted.

NONE COMPLIANCE TO SPECIFICATIONS WILL INVALIDATE YOUR OFFER

Does your offer comply with these specifications?	YES		NO	
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SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

2. PRICING SCHEDULE

Bidders MUST cast their prices/ rates for each item. Failure to cast prices/ rates for each item shall result in automatic disqualification.

The rate shall remain fixed, hence no other price adjustments shall be allowed. The rates shall cover the cost of travelling to and from site.

Item No	Item Description	Unit Measurement	Unit Price (including all applicable taxes)	Quantity	Total Amount (including all applicable taxes)
1.	Supply, delivery and installation of tiles at the Financial Planning administrative offices as follows:				
1.1.	Celia Steenkamp Office	Per m ²		12,95	
1.2.	Samonia's Office Big Asset Open Plan Office	Per m ²		44,61	
1.3.	Werner Williams Office	Per m ²		7,2	
1.4	Accountant Office 1 -	Per m ²		8,8	
1.5	Accountant Office 2	Per m ²		12,42	
1.6	Hendolene Office Main Corrido	Per m ²		20,4	
1.7	Rene Office Open Plan Office	Per m ²		27,04	
1.8	Josephine Petro Office	Per m ²		10	
1.9	Andre Crotz Office Down The Corrido	Per m ²		20,4	
1.10	Gilmore Haas Office Corner Office-	Per m ²		10	
1.11	Marius Office	Per m ²		10,4	
1.12	Costing's Office Open Plan Office At The Back	Per m ²		14	

Item No	Item Description	Unit Measurement	Unit Price (including all applicable taxes)	Quantity	Total Amount (including all applicable taxes)
1.13	Reagan Manual	Per m ²		14,4	
1.14	Mawanda Ndamoyi	Per m ²		32,24	
Subtotal					
Add 5% Contingency (to be spent at the discretion of the municipality)					
Total					

NB* The Grant Total must be carried forward to the front page

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



3. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – CURRENT CONTRACTS

CURRENT CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE AWARDED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
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Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

4. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
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Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



5. SCHEDULE OF WORK EXPERIENCE OF THE KEY PERSONNEL

Tenderers shall set out in the Schedule hereunder details of the experience of the Technician in work of a similar nature to that for which this Tender is submitted.

Failure to complete this Schedule may result in the Tender not being considered.

FOREMAN				
NAME:				NQF LEVEL
Client & Contract	Nature Of Work	Position Held	Value Of Work	Year Completed

SKILLED LABOURER				
NAME:				NQF LEVEL
Client & Contract	Nature Of Work	Position Held	Value Of Work	Year Completed

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

6. SCHEDULE OF PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that I/we **presently** own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

1. DETAILS OF MAJOR EQUIPMENT THAT IS OWNED BY AND IMMEDIATELY AVAILABLE FOR THIS CONTRACT.			
QUANTITY	DESCRIPTION	SIZE	CAPACITY

Attach additional pages if more space is required.

2. DETAIL OF MAJOR EQUIPMENT THAT WILL BE HIRED, OR ACQUIRED FOR THIS CONTRACT IF MY / OUR TENDER IS ACCEPTED.			
QUANTITY	DESCRIPTION,	SIZE	CAPACITY

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (<i>If nil, enter NIL</i>)			
SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



7. SCHEDULE OF PROPOSED SUB-CONTRACTORS

I/we the tenderer, notify the Breede Valley Municipality that it is our intention to employ the following Subcontractors for work in this contract.

SUBCONTRACTORS				
Category / Type	Subcontractor Name; Address; Contact Person; Tel. No.		Items of work (pay items) to be undertaken by the Subcontractor	Estimated cost of Work (Rand)
3.	Name of firm			
	Contact person			
	Tel No			
	Address			
4.	Name of firm			
	Contact person			
	Tel No			
	Address			
5.	Name of firm			
	Contact person			
	Tel No			
	Address			
6.	Name of firm			
	Contact person			
	Tel No			
	Address			
7.	Name of firm			
	Contact person			
	Tel No			
	Address			

Number of sheets appended by the tenderer to this schedule (If nil, enter **NIL**)

Acceptance of this tender shall not be construed as approval of all or any of the listed subcontractors. Should any of the subcontractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate this tender, and the tendered unit rates for the various items of work shall remain final and binding, even in the event of a subcontractor not listed above being approved by the Engineer.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



8. CERTIFICATE OF REGISTRATION WITH CIDB

CIDB Contractor Registration Certificate

A Certificate of Contractors Registration issued by the Construction Industry Development Board (CIDB) shall be attached to this schedule.

Where a tenderer satisfies CIDB Contractor Grading designation requirements through joint venture formation, such tenderers must submit the Certificates of Contractor Registration in respect of each partner.

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

9. CERTIFICATE OF GOOD STANDING FROM THE DEPARTMENT OF LABOUR**Letter of Good Standing**

A Certificate of Contractors Good Standing issued by the Department of Labour (COIDA) shall be attached to this schedule.

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



10. CERTIFICATE OF GOOD STANDING FROM THE BIBC

Letter of Good Standing

A Certificate of Contractors Good Standing issued by the Building Industry Bargaining Council (BIBC) shall be attached to this schedule.

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

**11. OTHER MANDATORY PROOF OF EVIDENCE**

- a) proof of evidence in respect of comparable projects/ contracts (in relation to installation of vinyl flooring) with a consolidated amount of at least R50,000.00 (including VAT) or more)

Failure to submit the required proof of evidence with the tender submission will result in automatic disqualification.