



STEVE TSHWETE LOCAL MUNICIPALITY

Your ref. Q33.09.11

Our ref. Q33.09.11

2011-09-28

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INVITATION TO QUOTE:

According to Section 18 (a) of the Steve Tshwete Municipality Supply Chain Management Policy.

DEPARTMENT: CIVIL ENGINEERING SERVICES

ENQUIRIES: Mr Rudolph Boucher Telephone 013 249 7190

QUOTATIONS FOR THE HIRING OF A BACK ACTOR WITH DIESEL & OPERATOR

Service providers are hereby requested to submit quotations for the hiring of two (2) Back Actors on an hourly rate with competent operators and fuel for the period 11/10/2011 to 31/01/2012. The detail scope of work is listed below.

Scope of works

- 1 The fuelled back actors with competent operators shall be available for water and sewerage maintenance on a 24 hour basis, as and when required.
- 2 The minimum normal working hours per day shall be 6 hours (six hours).
- 3 The operator must be trained to excavate a trench within/between surrounding existing services and according to levels provided by the Senior Manager Civil Engineering Services. (Provide certificate)
- 4 The quotation shall be valid for a period of 12 months.
- 5 The owner of the back actor shall provide a standby back actor/operator incase of a breakdown or absence with leave.

- 6 The owner of the back actor shall submit the daily working hours of the machine every Monday of the week which hours will be compared with the records of the Senior Manager Civil Engineering Services. Machine must be equipped with an **hourly measuring meter** which records only when engine is running.
- 7 The home address of the operator shall be provided for call outs after hours.
- 8 Down time on the availability of the back actor will be penalised against the owner of the back actor.
- 9 The operator of the back actor shall comply with the Health and Safety regulations of the Local Municipality, risk assessment and SWP must be provided to Council.
- 10 The service provider will submit a monthly summary of the hours before the 5th of each month, which will be certified by the Senior Manager Civil Engineering Services according to the weekly records.
- 11 Payment will be done monthly within 30 days upon receipt of the official invoice.

Non compliance with any of the above requirements shall deem the acceptance of the quote as nil and of no value.

The Senior Manager Civil Engineering Services of the Steve Tshwete Local Municipality reserves the right to terminate the validity of the 12 months quotation if the service provider does not comply with any of the listed requirements set in the scope of works.

I _____ the undersigned service provider herewith accept the scope of works as set in this invitation to quote and undertake to adhere to the listed requirements. I also take note that the Council of the Steve Tshwete Local Municipality is not bound to accept the lowest or any quotation.

When quoting please attach your completed equity forms, which is obtainable from the Secretary of the Senior Manager Civil Engineering Services.

Signed on this _____ day of _____ 2011 in Middelburg.

General Notes

1. Written quotations from qualifying service providers must be submitted to the office of the Senior. Manager Civil Engineering Services, room C218 Municipal Buildings, Cnr Walter Sisulu and Wanderers avenue Middelburg Mpumalanga or faxed to 013 2497172 not later than 12:00 on the 05th October 2011.
2. The Steve Tshwete Local Municipality is not obliged to accept the lowest or any quotation.
3. ***Copies of the following documents must accompany the written quotation:***
 - Original Valid Tax clearance certificate.
 - VAT registration certificate.
 - Completed equity form obtainable from the secretary of the Senior. Manager Civil Engineering Services. (telephone 013 249 7170)
 - Completed MBD 8 forms "DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES".

Service provider not registered with Council must log on to www.stevetshwetelm.gov.za or visit Ms Martha Mtsweni at the Municipal Stores at the Corner of Protea and Kerk Street, Middelburg to complete the form and submit a completed enlistment application before submitting the quotation.

Yours faithfully

SENIOR MANAGER: CIVIL ENGINEERING SERVICES