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Our Ref.: C44 /2015	

QUOTATIONS ARE HEREBY INVITED TO SUPPLY ATTACHED SCHEDULE.

FOR FURTHER INFORMATION CONTACT: C MOODE @ 051 409 2267

SITE MEETING DATE: 04 DECEMBER 2015@ 8H:00 IN FRONT OF SUPPLY CHAIN OFFICES 30 RHODES AVENUE ORANJESIG

CLOSING DATE: 09 December 2015 @11 H: 00

The following conditions will apply:

- The quotation must be submitted on the letterhead of your business
- **Delivery** must be in accordance with instructions from this office.
- Quote item number as well as **delivery** (ex. stock/or ex Jhb 7 days).
- **Discount** for 30 days payment.
- Price must exclude **VAT**, but **delivery charges** must be **included**.
- The lowest or any quotation will not necessarily be accepted and Centlec reserves the right to accept where applicable a portion of any quotation.
- Payments will only be made to the company **whose name** appears on the official order, no third party will be considered.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be **exclusive** of **VAT** but **inclusive** of **delivery charges**.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000).
- **Please ensure that you complete 80/20 MBD forms failure to submit may invalidate your offer**
- A valid original Tax Clearance Certificate should accompany your offer. Failure to submit may invalidate your offer.
- Centlec reserved the right to request samples if need be.
- **NB: All suppliers are requested to submit certified copy BBBEE** Certificate with the quotation on the closing dates in order to substantiate their claim.
- **NB: All suppliers intending to do business with Centlec State Owned Company must ensure that they are registered in the Centlec State Owned supplier database, if not registered, forms are available at Centlec Supply Chain Office and also on the centlec State Owned company website: www.centlec.co.za under menu icon (available bids).**
- **No official order will be issued to a supplier not registered on the Centlec State Owned Company Supplier database...**

NB: No quotations will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer.

QUOTATIONS to be collected and submitted as follows:

1. To be collected at 195 Nelson Mandela Drive College Square (Telkom Building) and submitted In a sealed envelope, with **QUOTATION NUMBER**.

SUPPLY CHAIN MANAGEMENT UNIT



Directors: ML Mbali (**Chairperson**), FP Zitha (**Deputy Chairperson**), TAJ Mongake, N Mokhesi, KM Moroka, SM Zimu, SG Xulu, ZC Uwah, NA Mgoqi (**CEO**) LG Kritzinger (**COO**), TJ Ramulondi (**CFO**)



QOUTATION NO -----
QOUTATION PRICE -----
DISCOUNT: % -----
DELIVERY PERIOD -----
VAT NR: -----
COMPANY NAME -----
CONTACT NAME -----
POSTAL ADDRESS -----
TEL -----
E MAIL ADRESS -----

DESCRIPTION INVITATION OF QUOTATION FROM SUITABLE SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF:	QTY
INSTALLATION OF DRYWALL AS WELL AS REMOVAL OF EXISTING DRYWALL AT EXECUTIVE OFFICE 30 RHODES AVENUE, ORANJESIG	1
CLOSE OPENING BETWEEN WALL AND DRYWALL OF OFFICE IN METER ROOM AS WELL AS TINT TWO WINDOWS AND FIT WITH BLOCK- OUT BLINDS	1
REPAIRS TO CRACK IN COLUMN AT THE TRAINING CENTRE	1
INSTALLATION OF HANDRAIL AT STAIRS LEADING INTO THE TRAINING CENTRE FILING ROOM	1
REPAIRS TO EXISTING CONCRETE FENCE AT BACK OF TRANSMISSION WORKSHOP REPLACE DAMAGED POLE AND 16 DAMAGED CONCRETE SLABS	1
TINT AND SUPPLY 50mm ALUMINIUM BLINDS AT CALL CENTRE, POWER STATION OFFICE BLOCK, 2 ND FLOOR	1
FIT EXTERNAL SOLID DOOR AND SECURITY DOOR AT FLEET STORE	1

Documents are obtainable at **R50.00 non-refundable deposit** per set. (Deposit can be made at **ABSA BANK** Acc. No.: 407 820 9583, Branch Code: 632 005, Ref.: 501 204 260 2520 payable to CENTLEC (SoC) Ltd attention Supply Chain)



CENTLEC (SOC) LTD'S - A MUNICIPAL ENTITY DISTRIBUTING ELECTRICITY IN MANGAUNG AND OTHER MUNICIPALITIES - TECHNICAL SPECIFICATION FOR THE INVITATION OF SUITABLE SERVICE PROVIDERS FOR CONSTRUCTION REPAIRS AND ALTERATIONS AT VARIOUS OFFICES OF CENTLEC AT 30 RHODES AVENUE, ORANJESIG, BLOEMFONTEIN

1. The Introduction and Objective

CENTLEC invites suitable service providers to bid for the construction repairs and alterations at their premises at 30 Rhodes Avenue, Oranjesig

2. Compulsory Site Meeting

A compulsory site meeting will be held for all contractors to inspect and to ascertain themselves with the amount and nature of work required prior to submitting their proposals. The project team will be in attendance on the date of the site meeting, as specified by the Supply Chain Management office.

Only proposals submitted by bidders who have attended the compulsory site meeting will be considered for acceptance.

Site Conditions

- 2.1 It is the responsibility of the contractor to visit the site during the quotation phase and to familiarize him or herself with the conditions related to it.
- 2.2 No claim for additional payment related to ignorance of site conditions will be accepted.
- 2.3 By submitting a quotation, it is accepted that the contractor is fully aware of all site conditions as well as the access to it, and has allowed for this in his/her quotation price.

3. Minimum submission requirements

- 3.1 CIBD Requirement: 1GB

4. Scope of Work

- 4.1 Supply and installation of a drywall and painting with two coats Dulux PVA sheen or product of similar quality (*specify which product will be used in the proposal*) to match the existing colour as well as breaking through between offices at the **Executive Office** building.
- 4.2 Close opening between wall and drywall at office in **Meter Room** reception, also tint two office's windows and fit with block-out blinds
- 4.3 Repairs to crack in column at the **Training Centre Workshop** to ensure continued safety of personnel and visitors

- 4.4 Installation of handrail at stairs leading into the **Training Centre filing area** to ensure safety of personnel and visitors. The design and construction of the handrail shall be in accordance with the following:
 - 4.4.1 handrails shall have an elliptical gripping surface profile that is approximately 50 mm wide and 40 mm deep, or a circular profile of diameter not less than 35 mm and not more than 50 mm;
 - 4.4.2 the height to the top of a handrail from the nosing of the tread of the stairs or from the surfaces of a ramp shall be in the range 900 mm to 1 000 mm and shall remain consistent along the length
 - 4.4.3 handrails shall be securely fixed and shall be rigid;
 - 4.4.4 the surface of the handrail shall be free of any sharp or abrasive elements;
 - 4.4.5 handrails shall extend 300 mm horizontally beyond the bottom of the stairway
 - 4.4.6 handrails shall be supported centrally from below with not less than 50 mm between the underside of the handrail and the top of the support
- 4.5 Repairs to existing concrete fence situated at the **back of Transmission workshop**, replace damaged pole and 16 damaged concrete slabs/panels.
- 4.6 Tinting of windows at the **Call Centre**, 2nd floor PowerStation Office Block as well as fit with 50mm aluminium blinds
- 4.7 Fit external solid wooden door and security gate at the **Fleet Division Store**, situated at the Oil Store Area.

5. Contractor's Responsibilities

- 5.1 Demolition and debris removal: Removal of all debris from the sites and clean the affected work areas.
- 5.2 The service provider must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract.
- 5.3 The service provider agrees to provide the services in accordance with the requirements set forth in the contract documents. It shall choose the most suitable processes, methods and equipment to perform its services under this contract, at competitive costs. Whenever the service provider is unable to respect a contractual stipulation, it shall notify CENTLEC within the maximum of two (2) days indicating its reasons and to provide the solutions.
- 5.4 Quality of works: The service provider shall undertake to perform all the services hereunder in accordance with the highest standards of professional and ethical competence and integrity. The service provider shall be responsible for the provisioning of materials, tools and equipment, as well as the quality and end result of the workmanships. The cost of remedying any defective works as result of negligence shall be borne by the service provider.
- 5.5 Compliance with regulations: The service provider shall ensure that the works and components thereof comply with Health and Safety Regulations and all other building standards that's applicable.
- 5.6 Liability: Nothing in these specifications shall be construed as placing the work under the specific direction or control of CENTLEC or relieving the service provider from his liability as an independent service provider and, as such, he shall be solely responsible for the method, manner and means by which he shall perform his work, including, but not limited to supervision and control of his own personnel and scheduling of the work required to insure its proper and timely performance and he shall exercise due care to prevent bodily injury and damage to property in the prosecution of the work. The service

provider shall restore and make good at his own expense all injuries or damages to any portion of the work before its completion and acceptance.

- 5.7 On completion of the assignment to supply a recommendations report on how to best maintain the facilities for future years.

6. Special Conditions of Contract

- 6.1 The successful service provider will be required to submit a Health and Safety file before the commencement of duties. The Health and Safety file will have to meet the CENTLEC standard that forms part of this specification and it will have to be submitted within two weeks of receiving the appointment letter. CENTLEC's standard requirements for the safety file are attached hereto as Occupational Health and Safety Specifications.
- 6.2 The successful service provider will have to ensure that the contractors to be appointed will be supplied with Safety Health Environment and Quality (SHEQ) specification.
- 6.3 The successful service provider will be expected to enter into a Service Level Agreement with CENTLEC.
- 6.4 The service provider will be remunerated only after an inspection was done and the work is found satisfactory.