

Private Bag x14, Brandhof, 9324 30 Rhodes Avenue, Oranjesig, Bloemfontein, 9301	Tel no: +27 (0) 51-412 2692 Fax no: +27 (0) 51-405 8532
Contact Person: Me. P.K. Sease E-mail:Puleng.Sease@centlec.co.za	Date 3 NOVEMBER 2015
Our Ref.: C 30/2015	

QUOTATIONS ARE HEREBY INVITED TO SUPPLY ATTACHED SCHEDULE.

FOR FURTHER INFORMATION CONTACT: C MOODIE @ 051 409 2381

CLOSING DATE: 11 NOVEMBER 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

QOUTATION NO -----

QOUTATION PRICE -----

DISCOUNT: % -----

DELIVERY PERIOD -----

VAT NR: -----

COMPANY NAME -----

CONTACT NAME -----

POSTAL ADRESS -----

TEL -----

E MAIL ADRESS -----

DESCRIPTION	QTY
PROVISION OF HANDYMAN SERVICES AN ON AN ON-CALL BASIS SEE ATTACHED SPECIFICATION.	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)

PROVISION OF HANDYMAN SERVICES FOR Centlec (SOC) Ltd

Contract Period: Month to Month

Services required

Services related to the general maintenance and repairs on all the premises of CENTLEC as described below.

Description of the premises

Before providing a quote, Service Providers shall visit the premises and make themselves familiar with the site and buildings that will form part of the contract for general maintenance and/or repairs.

The premises can change during the duration of the contract at no cost for the Contractor. By submitting an offer, the bidder accepts the change of premises without this leading to any modifications of the contract.

Scope of work

The Contractor is expected to provide a wide range of services with a high degree of professionalism and discipline towards the execution of skilled maintenance services.

Handyman services including regular check-up, preventive maintenance and repairs of the following but not limited to;

- a. Floor covering repairs – linoleum, moquette, tiles, parquet, etc.
- b. Doors and windows – including montage or removal, refitting, adjusting of doors and windows, fixing handles, bolts, change and repairs of locks, cutting of keys; minor carpentry works, etc.
- c. Furniture – including minor repairs, assembling and disassembling of furniture in the office premises (desks, tables, cabinets, pedestals, chairs, storage and other shelves, etc.)
- d. Interior and exterior – including minor construction works, walls painting, patching up of holes, building of extra walls or removing of existing walls between the offices if necessary, hanging of pictures, posters, banners, boards, signs, banners and flags, shelves, etc.

Supply

The contractor will supply all necessary material and spare parts for the maintenance/repair works listed in the Scope of work

Time schedule

The service should be provided on a on-call basis.

The Contractor should provide:

- a. Emergency handyman services which should be carried out within 2 hours after receiving the request (*category A of the Price Offer*)
- b. Normal handyman services requested minimum 24 hours in advance (*category B of the Price Offer*)
- c. Transport costs (*category C of the Price Offer*)

Organizational information

CENTLEC will have a representative to communicate with the Contractor. This representative will contact the Contractor per phone and/or in writing in case of need of the above mentioned services. The Contractor shall provide a preliminary estimation of the hours to be worked out for the completion of the concrete service requested.

Additional costs

All expenditures for repairs/maintenance, materials, spare parts and transport services in and outside of CENTLEC), etc., must be approved by the CENTLEC representative in advance, with effect on good and professional performance of the required services,

Contractor's obligations

The Contractor, who is required to carry out any work or render any service shall comply with all relevant statutory enactments and exonerate CENTLEC from any liability whatsoever.

By the submission of a quote, the Service Provider shall be deemed to have acknowledged that he has satisfied him/herself before quoting as to the correctness and sufficiency of his/her quote to cover all his/her obligations under any Contract that may result from this quote.

Other obligations

The Service Provider should undertake:

- a. To perform the requested service on the date/time agreed in all regular situations and within two hours from the initial request in case of emergency situations;
- b. To provide the necessary service with competent employees for the effective performance of the services
- c. To supply its personnel with all necessary tools, equipment, transport, etc.;
- d. To follow the instructions given by the CENTLEC representative
- e. To ensure that his/her staff complies fully with CENTLEC's internal rules and procedures, in particular as regards security;
- f. To act with discretion in respect of the information, which came into his knowledge or possession during the performance of the contract;
- g. To inform the CENTLEC representative of damages, loss, need for repair or renewal of assets of CENTLEC, which he found when executing the requested tasks or caused by his personnel;
- h. To repair or to pay the costs for any loss or damage caused by him/her or his/her staff;
- i. Not to subcontract the tasks set out in this contract on his own initiative without having been so authorised beforehand by the CENTLEC representative;
- j. To comply with the national laws and provisions applicable to the sector.

Safety File

The Bidder will be expected to submit a Safety File once the contract has been awarded

Categories services		Weighting	Weighted price
A	Hourly rate for emergency handyman services within 2 hours of the initial request – <i>Rates should only include time spent working on CENTLEC premises.</i>	0.45	
B	Hourly rate for normal handyman services with a minimum of 24 hours in advance - <i>Rates should only include time spent working on CENTLEC premises.</i>	0.30	
D	Rate per km for transport costs	0.25	