



Ref: Ofentse Matsose

Tel: (011) 951-2541/2014/2177

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)  
(For publication on Mogale City Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the goods listed hereunder:

**RFQ: I (R) 12/2016**

**QUOTATIONS ARE HEREBY INVITED FROM MOGALE BASED CONTRACTORS TO PERFORM CLEANING WORK AND MINOR MAINTENANCE WORK IN RIETVALLEI ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF TWELVE (12) MONTHS.**

**Advertising date: Monday 18 January 2016**

**Closing date and time: Tuesday 26 January 2016 @ 14:00**

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM  
Civic Centre  
Corner Market & Commissioner Streets, Krugersdorp  
Upper Level West Wing  
Tender Box 1

**The following conditions will apply:**

- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://www.mogalecity.gov.za) or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, Krugersdorp.
- The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
- To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
- No late quotations delivered after the official closing date and time will be accepted.
- **Price(s) quoted must be valid for at least sixty (60) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- A valid, original tax clearance certificate must be attached.
- 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) and for this purpose the following forms need to be completed and submitted:
  - **MBD 4: Declaration of interest;**
  - **MBD 6.1 B-BBEE Status Level of Contribution.**
  - **MBD 8: Declaration of bidders past supply chain management practices**
  - **MBD 9: Certificate of independent bid determination.**
- If the MBD forms are not completed & submitted, your quotation will be rejected.
- No quotation will be considered from persons in service of the state (MDB 4)

**MOGALE CITY LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

|                                |  |
|--------------------------------|--|
| <b>RFQ NUMBER:</b>             | RFQ: I (R) 12/2016:<br>To perform cleaning work and minor maintenance work in Rietvallei on an as and when required basis for a period of twelve (12) months.  |
| <b>ADVERTISING DATE:</b>       | Monday 18 January 2016   |
| <b>DEPARTMENT:</b>             | Department: Infrastructure Services: Roads & Surface Drainage Section  |
| <b>DESCRIPTION OF SERVICES</b> | <p style="text-align: center;"><b>PROJECT SPECIFICATIONS</b></p> <p><b>1. SCOPE:</b></p> <p><b>1.1 Employer's objectives, requirements and provisions</b></p> <ul style="list-style-type: none"> <li>• Mogale City Local Municipality (MCLM) has identified Roads Maintenance projects for Community- based Local Contractors in Rietvallei, Kagiso, Munsieville, Mogale Central and rural areas using the unemployed individuals from the targeted communities.</li> <li>• The program will consist of four projects, with a typical team consisting of 11 persons (1 Supervisor + 10 persons allocated per project).</li> <li>• The team will be managed by a Supervisor (Contractor's nominated person) and ten (10) other persons from the community appointed for the duration of the project to perform the required works.</li> <li>• In order for Local Contractors to be considered they should be registered on the Mogale City database</li> <li>• The nominated person from the Local Contractors (Team leader) will receive a daily wage of R250.00 vat incl) per work day.</li> <li>• The appointed persons from the community will receive a daily wage of: R150.00 per day.</li> <li>• The Local Contractor through their nominated Supervisor will be responsible for the transportation of the workers to and from the sites as well as for the disposal of waste material at the Municipal dumping site, allocation of work, supervision and payment of workers' salaries.</li> <li>• The contractor to register all persons employed for WCA etc, as per Department of Labour Requirements and to provide this documentation to the Council when requested to do so.</li> <li>• The Local Contractor will invoice Mogale City for the following:</li> <li>• Daily wages: Supervisor @ R250 per day + 10 persons @ R150 per day.</li> </ul> |

- Transport at R6,00 per Km, limited to 100Km per day (unless additionally approved by the Municipality)
- PPE and Tools, limited to a total amount of R25,000.00 (vat incl) per project.
- The Contractors profit **not to exceed 15%** (% fee on all items, including WCA etc, as per Department of Labour requirements listed above, excluding general obligations)
- For Transport a ***nominated sub- contractor with a LDV Bakkie may also be used.***
- ***The following minimum requirement for Tools and PPE will be applicable per Project:***

***The following minimum requirement for Tools and PPE will be applicable per Project:***

Spades/ Shovels (5); Picks (4); Brooms (5); Wheelbarrows (1); Overalls (yellow coloured, one per person); Safety Boots (1 pair per person); Reflective Safety Bibs (1 per person); Dust Masks (1 per person); Gloves (1 pair per person); First Aid kit/box (1); 450 x 450 flags (2); TD4-450mm Cones (10); TR201-60 Speed limit signs (2); TW336 Construction ahead signs (2); TR104-1200mm sign (1)

- A 40 hour work week will be applicable, excluding Public Holidays and weekends.
- The working hours will be from Mondays to Fridays, from 8:00 am until 17:00 pm, with one hour lunch break from 12:00 pm until 13:00 pm.
- Each Local Contractor will also be required to elect one person who will act as the Team Leader.
- Assistance will be provided by personnel from the Section: Roads and Surface Drainage with the completion and submission of invoices as part of skills development.

## **1.2 Overview and Extent of the Works**

This specification covers Maintenance work related to roads, sidewalks and storm water drainage under the following items within the Municipal road reserves and other areas including, with the following minimum estimated quantities applicable for the four projects combined:

### **1.2.1 Cleaning work:**

- Roads (including gutters), approximately 50 000m per Local Contractor
- Sidewalks and walkways, approximately 10 000m<sup>2</sup> per Local Contractor
- Storm water outlets / chutes (paved & gravel roads) , approximately 20 per Local Contractor
- Storm water channels, approximately 10 000m<sup>2</sup> per Local Contractor
- Storm water catch pits, approximately 200 per Local Contractor

***The actual amount of work to be performed will be dependent on the available budget, identified needs and priorities of Mogale City Local Municipality.***

**1.2.2 Minor Roads Maintenance**

- Excavations for the removal of tree roots, trenching etc.

**1.2.3 Site- clearance**

- Transporting and offloading spoil material from work sites to the designated dumping site next to Chamdor. ***This item may be sub-contracted if the bidding Local Contractor does not have the required vehicle.***

**1.2.4 Safety and Traffic Accommodation measures**

- Ensuring that the required safety and traffic accommodation measures are implemented as per Annexure: "A".

**The method of work as specified in Annexure "B" will apply for which the unit of measurement will be the daily rate tendered for Day works**

The day work rate will be used in accordance with the General Conditions of Contract clause 37.2, for the use in determining payment for work which cannot be qualified in specific units in the schedule of quantities, or work ordered by the engineer during the project which was not foreseen at tender stage and for which no applicable rate exists in the schedule of quantities. The Contractor and the Engineer will agree on the method of recording the working hours prior to the commencement of the work. Any long period of idling at any one time which in the opinion of the Engineer or his representative is beyond that required for normal operating conditions will not be paid. An instruction regarding all work to be carried out under day work in terms of Clause 37.2 of the General Conditions of Contract will be issued at the discretion of the Engineer. Non-working hours for any reason shall not be measured for payment.

**2.1 Specific Requirements**

**2.1.1** The following rate for doing work will apply to complete tasks. The contractor will be held to these times to conduct the works and penalties will be applied if works take longer than indicated. See Penalty Regime (Annexure "C")

| <b>Table 1 Rate of work to be completed (Minimum) Requireme</b> |  |                                |
|---|--|--------------------------------|
| <b>Description</b>  | <b>Unit/day</b>                                | <b>Unit/Week</b>               |
| 1. Cleaning of Roads  | 150m x 0,3m wide = 45m <sup>2</sup> per person | 225m <sup>2</sup> per person   |
| 2. Cleaning of Sidewalks and Walkways                           | 30m <sup>2</sup> per person                    | 150m <sup>2</sup> per person   |
| 3. Cleaning of Storm Water Outlets                              | 1 per team of 20 persons                       | 5 per team of 20 persons       |
| 4. Cleaning of Concrete Lined Storm Water Channels              | 30m <sup>2</sup> per person                    | 250m <sup>2</sup> per person   |
| 5. Cleaning of Storm Water Drains/ Catch pits                   | 1-2 per person                                 | 8 per person                   |
| 6. Digging of trenches  | 3-4m <sup>3</sup> per person                   | 15-20m <sup>3</sup> per person |
| 7. Removal of tree roots  | To be determined on site by the Engineer       |                                |

***Note: The minimum required daily production rates will apply as indicated above. In instances where the nature of the work requires that the daily production rate be adjusted upwards or downwards, this will be confirmed in writing by the Engineer.***

**2.1.2** The Local Contractor shall have a maximum of 10 people working in a team who will be responsible for carrying out the works.

**2.1.3** One road worthy LDV(1 Ton bakkie) must be available for the removal of spoil material and transportation of personnel as required.

**2.1.4 The Local Contractor will ensure that the following is complied with at all times:**

**Before work starts**

- Conducts safety meetings every morning before any work is done.
- Ensure that all staff has Personal Protective Equipment (PPE) (e.g safety boots, gloves, dust masks and safety jackets) as required by law.
- Implements the appropriate traffic accommodation measures before any work is done.
- Outlines and explains the work to be conducted for the day to staff
- Conducts safety checks on site.
- Captures photos of the area to be worked on before work starts.

**During work**

- Ensure the work is done in a safe manner.
- Ensure the work is done as according to the requirements and quality standards.
- Appropriate equipment and tools are used to do the work.
- All staff members are in a good health throughout the day.
- A first aid kit is on site at all times.
- No alcohol or drugs are allowed on site and workers are not intoxicated.
- Road users on the roads and on areas adjacent to the works are accommodated.

**End of work**

- Measurement of daily work is recorded and photos are taken.
- The working area is safe for public use after hours.
- The required rate of work per day has been achieved. (See Table E1 Below).
- All the spoil material (sand, debris, weeds etc) from the cleaning/repair process is transported to the dumping site on a daily basis.

**2.1.5 Payments and measurements of the works**

No invoiced work will be considered for payment, unless it is accompanied by the following:

- Daily signed attendance registers for the period of work (Annexure "E")
- Completed EPWP information (Annexure "D").

- Recorded areas cleaned on maps provided as inspected and measured for payment purposes.

The work will be measured and invoices will be accepted for work completed on a two-weekly basis (fortnight).

### 3. Interpretation

#### 3.1 Supporting Specifications:

The following specifications shall apply:

- This project specifications and Annexures.
- SARTSM Manual Vol 2.
- General Conditions of Contract GCC 2010.

#### 4. Schedule:

- All inclusive DAY RATE for 10 persons to perform cleaning work, digging of trenches, removal of tree roots etc.
- Rate for removal of debris / site clearance.
- Rate for disposal of debris at dumping site.
- Lump Sum for General obligations.

| DESCRIPTION: |  | RATES (VAT INCL)  |
|--------------|--|---|
| Item 4.1     | <b>Local Contractor's General obligations</b><br>The lump sum includes full compensation for the Local Contractor's charges for:<br><b>a) Tools and equipment (as specified).</b><br><b>b) Site Safety Equipment including:</b><br>Personal protective clothing and safety equipment for labour on site , safe work procedures, other Health & safety matters that the Engineer deem necessary (safety boots, masks etc.)<br><b>c) Accomodation of Traffic</b> , which requires the purchase of traffic signs, flags, cones etc. as per Annexure "A" | <b>A maximum amount of:</b><br><b>R25,000.00</b>                                    |
| Item 4.2     | <b>Daily rate for various types of cleaning work, to remove tree roots and digging of trenches as detailed.</b><br><b>The tendered rate should make provision for a minimum daily wage of R150 per person per day as well as profit. The daily rate will be paid on a pro- rata basis = No. of persons worked/10 x daily rate.</b>   | <b>Daily rate per team, consisting of 10 persons</b><br><br><b>R 1 500, 00/ day</b> |
| Item 4.3     | <b>Daily rate for Supervising and Managing the labourers</b>   | <b>Daily rate for Supervisor</b><br><b>R 250. 00 / day</b>                          |

| DESCRIPTION:   |   | RATES (VAT INCL)                  |
|--|---|-----------------------------------|
| <b>Item 4.4</b>  | <b>Rate to transport workers from/ to site.</b><br><i>Vehicle Type:</i><br><br><i>Engine Capacity:      2,0 -2.5 Litre</i><br><br><i>Load Capacity:          Tons</i><br><br><i>This item may be sub- contracted if the bidding Local Contractor does not own the required vehicle.</i> | R <b>6,00</b> / Km                |
| <b>Item 4.5.1</b>  | <b>Rate for the disposal of waste / spoil material to the Municipal dumping site, next to Chamdor.</b><br>The tendered rate should make provision for the supply of plastic bags as well as the disposal cost per visit to the Municipal dumping site.                                  | R                     / Half load |
| <b>Item 4.5.2</b>  | <i>Vehicle Type:</i><br><br><i>Engine Capacity:</i><br><br><i>Load Capacity:</i><br><br><i>This item may be sub- contracted if the bidding Local Contractor does not own the required vehicle.</i>  | R                     / Full load |
| <b>TOTAL TENDER RATE - ITEMS: 4.1 to 4.5.2</b>                               |   |                                   |
| <b>Profit on items: 4.2 to 4.5.2 (excluding item 4.1), not exceeding 15%</b> |   |                                   |
|  |   |                                   |
| <b>TOTAL TENDERED RATE:</b>  |   | R                                 |

.....

Signature of person authorised to sign  
quotation

.....

Date

## ANNEXURE A

## Traffic accommodation for road reserve and on shoulders.

## 13.8.8

## SHORT TERM WORKS

## 13.8.6 Fixed Site - Work on Shoulder

- 1 The temporary signing treatment illustrated in Figure 13.35 is intended for short term work located on the shoulder of a public road, either in the sense that the work is actually on the shoulder, or is immediately adjacent but outside the shoulder, but requires occupation of the shoulder by the work unit. In situations such as this, if the work unit's support vehicle is equipped with flashing yellow warning lights, it may benefit the safety of the workers for the vehicle to be parked on the shoulder, at the end of the Buffer Zone, between the workers and approaching traffic.
- 2 If the work is carried over into darkness, the TRAFFIC CONE delineation devices TD4 shall be provided with retroreflective sleeves or they shall be replaced by DELINEATOR PLATE hazard marker signs TW401/TW402. Cones used on high speed roads shall have a height of at least 700 mm. For details of delineator and cone spacings refers to table 13.4.
- 3 Tapers used for this type of work site treatment should be in accordance with Table 13.5.
- 4 Advance warning signs should be located up to 600 m in advance of the start of the taper for sites with operating speeds in excess of 80 km/h. In addition, because the signing levels are minimised, extreme care must be taken to note any features of each specific work site which may reduce the effectiveness of the signs. In particular, vertical curvature and overhanging vegetation should be assessed. If there are adverse conditions and operating speeds are in excess of 80 km/h, or even 60 km/h signs, should be displayed in accordance with Figure 13.26. The requirements of Table 13.1 should be adhered to with regard to the minimum mounting height of temporary signs.

| MAINTENANCE UNIT INVENTORY |                      |            |  |
|----------------------------|----------------------|------------|--|
| Sign                       | No                   | Size (mm)  | Quantity                                   |
|                            | TW336                | 1200       | 2  |
|                            | TW330                | 1200       | 1  |
|                            | TR104                | 1200       | 1  |
|                            | TD4                  | 450<br>750 | 15 Min. plus<br>10 per 100m<br>site length |
|                            | TR201-80<br>TR201-60 | 1200       | 2<br>2                                     |

## Checklist

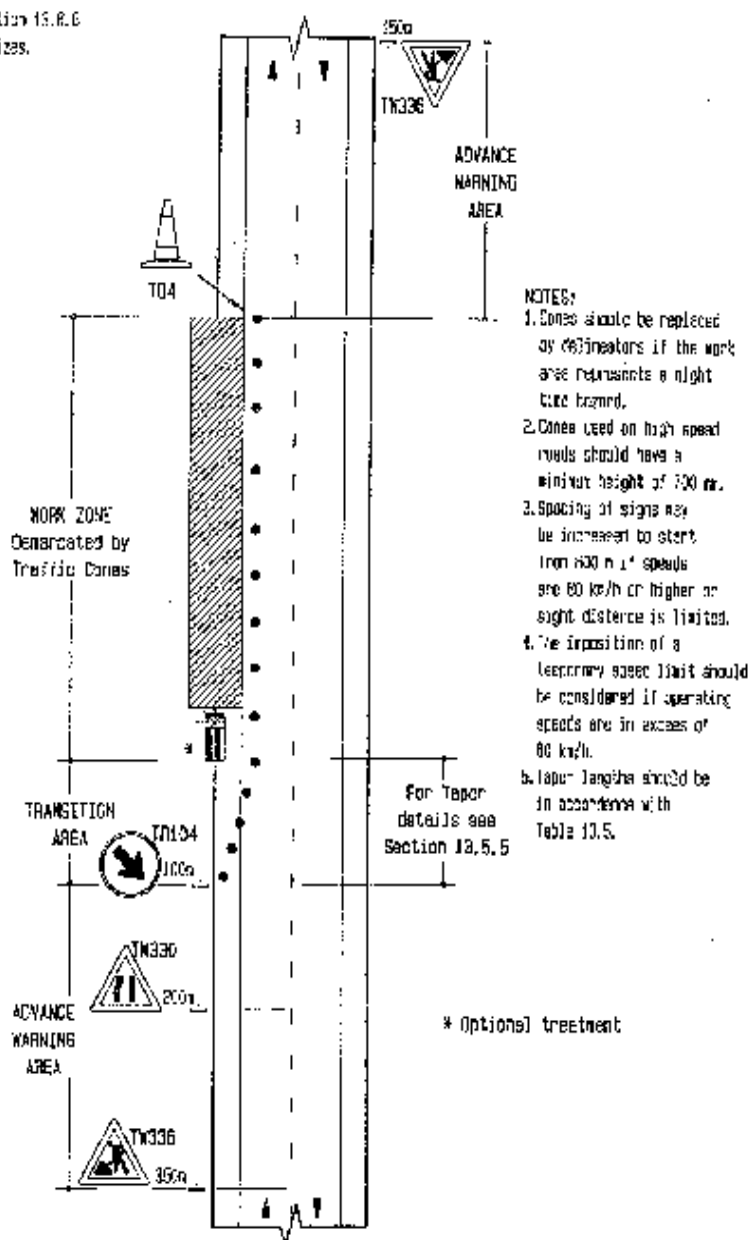
- ☐ are operating speeds in excess of 80 km/h?
- ☐ does the unit have enough cones/delineators for correct spacings?
- ☐ does the unit have delineators or retroreflective sleeves for cones for night time use?
- ☐ is the site set up with adequately safe Buffer Zones (see Figure 13.20)?
- ☐ is there adverse vertical or horizontal curvature on the approach to the site?
- ☐ can signs be mounted higher to improve early warning of the site if required?



### SHORT TERM WORKS

13.8.9

HQ. See Subsection 13.8.6  
for Sign Gages.



**Fig. 13.35 Fixed Site - Work on Shoulder**

NOVEMBER 1997

SARTSM - VOL 2

## ROADWORKS

**ANNEXURE B****METHOD OF WORKING**

- The contractor must at all times exercise care while undertaking the work to ensure that trees, shrubs, hedges, flowers, etc on the pavements or private properties adjoining the work areas are not unnecessarily removed or negatively affected by the work. Should any damages occur as a result of negligence on the part of the Contractor, he/she shall be responsible for costs in this regard.
- The contract must ensure that adequate safety procedures are employed at all times when working on/next to public roads and storm water channels. The contractor should also issue the required safety/ protective clothing, tools and traffic signs required to perform the work. Staff shall wear safety boots, reflective jackets, gloves and dust masks.
- Sand, weeds and debris removed from road gutters, sidewalks, storm water channels, catch pits, manholes and outlets must be removed from site **within three working days**. Material must be stored in plastic bags before removal. **Spoil material may not be deposited directly onto sidewalks**. The Employer shall advise the Contractor on the location of the dump site. The Contractor shall be responsible for the dumping costs as part of the rate tendered for this item in the bill.
- For the cleaning of storm water drains/ catchpits and manholes, the lids must be removed by the Contractor and replaced immediately after the cleaning has been completed or adequately protected with danger tape to avoid injuries to pedestrians. No storm water lid or manhole cover should be left open or unattended to at any stage. Lids are heavy and care should be taken when removing them.
- The Contractor will be held accountable for any claims arising out of injuries or damage to private property as a result of negligence or failure to provide adequate protection measures during the execution of the project.
- Obstructions in waterways shall be removed when instructed by the Employer and the Contractor shall dispose of all material at designated spoil sites.
- When instructed by the Employer representative vegetation and debris removed shall be cut to size for transporting purposes.
- The Contractor will record all areas cleaned on the maps provided for inspection and payment purposes.

## ANNEXURE C

### PENALTY REGIME

The following penalty mechanism will apply. Points will be accumulated for each week and the decision to allocate a point(s) is the sole discretion of the Mogale City Local Municipality representative. Points will be accumulated for any of the following:

- The minimum requirements for completing a job/activity was not achieved (10 points).
- The contractor violates any safety requirement (5 points).
- Any of the agreed tools is not in working order or is not available (2 points).
- Any safety equipment is absent or not used as prescribed (2 points).
- Any work need to be reworked because of poor workmanship (5 points).
- **The contractor or his assistant does not answer his cell phone or call back within 8 hours after a message has been left (5 points).**
- Any of the workers under the influence of alcohol (5 points).
- Non-compliance with the site requirements checklist (5 points).
- Swearing or showing aggression towards any of the employees or tenants of Mogale City (5 points).
- Failure to submit proof of payment of labourers on a fortnightly basis (5 points).
- Any person found to be absent from work after having signed on fro work from the particular day. Random site inspections will be performed by the Employer as required to verify correctness of attendance registers (Annexure "E") (5 points).
- Failure to submit required reports, documentation with invoices (2 points).

The following will apply for the accumulated points for during the project duration:

|                     |                         |
|---------------------|-------------------------|
| 0 – 5 points        | No deduction            |
| 6 – 10 points       | Verbal warning          |
| 11 – 15 points      | First written warning   |
| 15 – 20 points      | Second written warning  |
| 21 points or more * | Termination of contract |

- Once 21 points or more have been accumulated, **the contract may be terminated.**
- At the end of the month the accumulated points will be halved and carried over to the next month.
- The Employer may also reduce the accumulated points at any stage at his discretion, should the Contractor demonstrate improved work performance in- line with the program and the Employer's needs.
- Should the Contractor's contract be terminated, he/she will not receive any further work from Mogale City Local Municipality for the remainder of the tender period and may be blacklisted.

**POINT SCORING**

The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.

- 80 points for Price
- 20 points for BBBEE level of contribution

All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:

| <b>BBBEE Status level of contributor</b> | <b>Number of points(80/20 system)</b> |
|--|---------------------------------------|
| 1  | 20                                    |
| 2  | 18                                    |
| 3  | 16                                    |
| 4  | 12                                    |
| 5  | 8                                     |
| 6  | 6                                     |
| 7  | 4                                     |
| 8  | 2                                     |
| <b>Non –compliant contributor</b>        | <b>0</b>                              |

**FUNCTIONALITY EVALUATION CRITERIA**

- The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications.
- Non-compliant bidders will be rejected after this phase and not continue to price scoring.
- These criteria shall only determine whether a tender will further and will not influence the points scored on Price.
- If any total minimum score for any criteria is zero rated, the tenderer will be rejected, even if the required 11 out of 22 points are achieved

| Description of quality criteria & Sub-criteria:  | Max Points |
|--|------------|
| <b>Locality</b><br><b>Rietvallei-</b> based Local Contractor – 10 points<br>Krugersdorp CBD- based Local Contractor – 4 points<br>Kagiso / Munsieville - based Local Contractor – 1 point                              | <b>10</b>  |
| <b>Years in existence:</b><br>Newly established Local contractor (less than 1 year) = 1 point<br>Established during last 12 months but less than 2 years = (2)<br>Established during last 2 years or longer = 5 points | <b>5</b>   |
| <b>Experience:</b><br>Experience related to similar cleaning work, with:<br>1 reference provided = 5 points<br>No reference provided = 2 points  | <b>5</b>   |
| <b>Available Resources:</b><br>Light Delivery vehicle (1 Ton LDV) & Tools<br>Hired Delivery vehicle (1 Ton LDV) & Tools with letter of intent provided.  | <b>2</b>   |
| <b>The maximum number of points that can be scored</b>   | <b>22</b>  |

|                                  |   |
|----------------------------------|---|
|                                  | <ul style="list-style-type: none"> <li>The purpose of the comparison is to ensure a meaningful evaluation; bidders are requested to furnish detailed information of substantiation of compliance to the evaluation criteria. The service provider should at least score the minimum of 11 points out of the 22 points in order to be considered to the next evaluation phase.</li> <li>All information and particulars necessary to properly evaluate the tender must be furnished on submission. Incomplete particulars and documents required substantiating or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard.</li> </ul> |
| <b>OTHER DOCUMENTS REQUIRED:</b> | <ul style="list-style-type: none"> <li>Original, valid tax clearance certificate</li> <li>Company registration documents</li> <li>Copies of ID's of shareholders</li> <li>Completed MBD 4, MBD 6.1, MBD 8 and MBD 9</li> <li>Copy of latest municipal account</li> <li>Schedule (fixed prices including Vat)</li> </ul>   |
| <b>CLOSING DATE AND TIME:</b>    | Tuesday 26 January 2016 @ 14h00   |
| <b>SUBMISSION OF QUOTES</b>      | Tender box 1<br>Reception desk of SCM Unit<br>Civic Centre<br>Krugersdorp   |
| <b>ENQUIRIES</b>                 | Johan Britz @ (011) 668-2141/082 448 5218 or <a href="mailto:johan.britz@mogalecity.gov.za">johan.britz@mogalecity.gov.za</a>   |

**Conditions:**

- All prices quoted must be **inclusive of VAT**.
- Price(s) quoted must be valid for at least **sixty (60) days** from date of your offer.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.

Name of Bidder:.....

Tel No/ Cell No: .....

Contact Person .....

Fax Number .....

Residential Address

Postal Address

.....

.....

.....

.....

.....

.....

.....

.....

I (R) 12/2016

E-mail address: .....

.....

Signature

.....

Date

## ANNEXURE D

## EPWP - WEEKLY/MONTHLY RECORD KEEPING

Project Name: Local Contractors Maintenance: RIETVALLEI Area



Month 2016

| First name   | Initials | Last name | I.D. Number | DOB        | Home Address | Gender | Has disability | Education level             | Start date | number of labour days (month) 2016 | Daily wage rate for (month) 2016 | Total wages (month) 2016 | Total number of training in (month) 2016 |
|--------------|----------|-----------|-------------|------------|--------------|--------|----------------|-----------------------------|------------|------------------------------------|----------------------------------|--------------------------|--|
|              |          |           |             | dd/mm/yyyy |              | M or F | Y or N         | See codes at bottom of list | dd/mm/yyyy |                                    |                                  |                          |  |
| MALE ADULT   |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
| MALE YOUTH   |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
| FEMALE YOUTH |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            |                                    |                                  |                          |  |
|              |          |           |             |            |              |        |                |                             |            | 0                                  |                                  |                          | 0  |

Education Levels – use the codes (1,2,3) on the excel spreadsheet

- o (1) Unknown, (2) No Schooling, (3) Grade 1-3 (Sub A – Std 1), (4) Grad 4 (Std 2) ABET 1, (5) Grade 5-6 (Std 3-4) ABET 2, (6) Grade 7-8 (Std 5-6) ABET 3
- o (7) Grade 9 (Std 7) ABET 4, (8) Grade 10-11 (Std 8-9), (9) Grade 12 (Std 10), (10) Post Matric

## ANNEXURE E

### DAILY ATTENDANCE REGISTER

PROJECT NAME:

AREA:

| No. | Surname | Initials | ID No. | Sign On: 8:00 am | Sign Off: 17:00 pm |
|-----|---------|----------|--------|------------------|--------------------|
| 1   |         |          |        |                  |                    |
| 2   |         |          |        |                  |                    |
| 3   |         |          |        |                  |                    |
| 4   |         |          |        |                  |                    |
| 5   |         |          |        |                  |                    |
| 6   |         |          |        |                  |                    |
| 7   |         |          |        |                  |                    |
| 8   |         |          |        |                  |                    |
| 9   |         |          |        |                  |                    |
| 10  |         |          |        |                  |                    |
| 11  |         |          |        |                  |                    |
| 12  |         |          |        |                  |                    |
| 13  |         |          |        |                  |                    |
| 14  |         |          |        |                  |                    |
| 15  |         |          |        |                  |                    |
| 16  |         |          |        |                  |                    |
| 17  |         |          |        |                  |                    |
| 18  |         |          |        |                  |                    |
| 19  |         |          |        |                  |                    |
| 20  |         |          |        |                  |                    |