

1. Removing the waste from the toilet tank and refilling with clean solution.
 2. Removing debris and litter from the inside of the unit and disposing of the debris properly.
 3. Removing debris and litter from the exterior of the unit in a five foot radius around the unit.
 4. Cleaning of the interior and exterior of the unit.
- Cleaning/Service of each unit shall include:**

The locations of the portable toilets will be bus rank (9) plus one (1) for people living with disability and taxi rank top space (1) for males and (1) females but the vendor should understand that these locations can change if the Municipal Manager determines that changes need to be made.

The number of units will be twelve (12), consists of six (6) females units and six (6) males units, including one (1) for people living with disability. These toilets are for the use of the general public and will be open for use 24-hours per day, 7 days per week.

Quotation are hereby invited from suitable qualified and experienced service providers for the supply and servicing of 12 portable toilets, including one for people living with disability for a period of six months.

Supply and servicing of 12 portable toilets, including one for living with disability

SCM RFQ 02/2017/18

REQUEST FOR QUOTATION



5. The holding tank shall be chemically deodorized with a biodegradable chemical additive and the serviceman shall maintain a written, posted log on the unit indicating the dates of service. Environmentally friendly (non-pollutant and biodegradable) products shall be used for all cleaning, sanitizing and deodorizing functions.
6. The vendor shall keep the unit in good working order which shall include a working door lock and handle, unbroken toilet seat, unbroken toilet paper holder, a door that opens and closes properly with the door spring in working order, screens in place and unbroken, no leaks in the tank, ramp properly affixed to the unit, and no holes in the unit.
7. Minor, in field repairs include fixing a door lock, repairing or replacing a toilet seat, door handle, door spring, vent screens and toilet paper holder, and realigning the ramp shall be done on-site as needed or as directed by the Municipal Manager.
8. Invoices shall clearly itemize all services performed.

Furnished Property or Services:

The service provider shall provide a fully accessible portable toilet that stationed inside tank, size 560x 313.

The measurements for the facade are as follows:

- Opening is 68 inches wide;
- The length is 64 inches deep.
- The depth measurement is not as critical as the width as the portable may stick out a few inches.
- The height is 92 inches.
- Portable toilets shall come equipped with a door with a handle. The door shall swing shut and have a locking mechanism that indicates if the unit is vacant or occupied.
- In addition, each unit will have a toilet paper dispenser large enough for two rolls of toilet paper and a toilet tank and toilet seat and toilet seat lid.
- The portable toilet shall also have screened ventilation and a vent system for the toilet tank.
- The portable toilets provided by the service provider shall be in excellent condition with no damage to the unit.

EVALUATION CRITERIA

The point scoring system will be as follows:

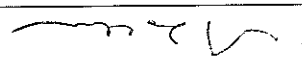
Functionality/quality: tender must achieve at least 60% in order to qualify for the second stage. The points associated with the comprehensive proposal will be awarded as reflected in the following table.

Key aspects of criterion	Basis for points allocation	Max. points	Verification
Relevant experience of the bidder	Rendered similar product with three contacts in last three years	30	Appointment letters
Schedule of cleaning	Submitted schedule of cleaning	30	Schedule for cleaning
Register with Central Supplier Database (CSD)	Submitted proof of registration	10	Proof of registration
No submission of the above		0	
STAGE 2			
BBBBE POINTS		20	
PRICE		80	
TOTAL		100	

Compulsory Returnable documents

- Request for Quotation form (Collected from SCM Office No: 23)
- Tax clearance certificate /Tax compliance status pin
- Certified copies of company registration documents together with certified copies of company shareholders' IDs
- Statement of municipal rates not older than 90 days or proof of residence with affidavit from the Police Station confirming location if business is conducted from rural areas
- Central Supplier Database registration report
- Certified copy of B-BBEE Level certificate/Affidavit
- MBS's

MRS V.T SOKHELA
MUNICIPAL MANAGER
NONGOMA LOCAL MUNICIPALITY



Nongoma Local Municipality does not bind itself to accept the lowest or any quotation.

Each quotation must be submitted in sealed enveloped marked "QUOTATION FOR PORTABLE TOILETS" and must be deposited in the bid box at Nongoma Local Municipality, Lot 103 Main Street before closing date and time. Late Quotation will NOT be considered.

CLOSING DATE: 19th April 2018 @ 12H00

SCM	Ms L Maema	035 831 7500/61	035 831 3152
Community Services	M.E Sithole	035 831 7610	035 831 3152
Enquiries	Person Contact	Telephone	Fax

Quotation enquiries and technical matters shall be directed to the relevant representative as detailed below:

QUOTATION ENQUIRIES

- The following conditions will apply:
- Prices quoted must be firm and must be valid for 90 days.
 - The 80/20 scoring will apply