



THEMBISILE HANI LOCAL MUNICIPALITY



PROJECT No: THLM/SCM 19/2022-2023/E04

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF
ELECTRICAL MATERIALS FOR A PERIOD OF 36 MONTHS**

SCOPE OF WORK

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Thembisile Hani Local Municipality hereby invites quotations from suitably qualified service provider for the appointment of service providers to supply and deliver roads and storm water materials for Thembisile Hani Local Municipality

The scope of work will entail: Supply and deliver roads and storm water materials for Thembisile Hani Local Municipality as follows:

1. BACKGROUND

- 1.1. Supply and Delivery of Electrical Materials for a Period of Three Years

2. CURRENT STATE

- 2.1. The Municipality currently orders the goods on an ad hoc basis as-and-when required.

3. SCOPE OF WORK

- 3.1. The supply and delivery of electrical materials to the Thembisile Hani Local Municipality stores in Thembisile Hani Local as per order.
- 3.2. Thembisile Hani Local Municipality will enter into a supply agreement with the provider and will place a drawdown order against the agreement as and when the goods are required.
- 3.3. Please take note that the successful bidder will be required to deliver the goods within one week (5 working days) after receipt of order from Thembisile Hani Local Municipality.
- 3.4. This contract shall be for a maximum period of three (3) year from the commencement date.

4. DELIVERY INSTRUCTION

- 4.1. Upon receiving an order from the Thembisile Hani Local Municipality, the contractor must provide the Municipality's representative with a delivery schedule.
- 4.2. All items ordered must be delivered to the Municipal Stores, Thembisile Hani Local Municipality, Industrial Area or any other area as indicated by the Stores Officer.
- 4.3. Goods must be delivered on pallets for ease of handling.
- 4.4. All goods must be secured by wrapping the complete pallet of goods with plastic and each pallet
- 4.5. Delivery of goods will only be allowed Monday to Friday between 07h30am and 15h00pm.
- 4.6. Due to the large quantities of goods being delivered, quality tests and counting of the goods cannot be carried out immediately. The delivery notes will be sign with the words "Not checked yet" and the Thembisile Hani Local Municipality reserves the right to return any defective goods or goods which do not comply with the specification.
- 4.7. Any returned Goods must be replaced.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- 4.8. In the event that the contractor subcontracts the delivery of GOODS, only a Goods Received Form from the contractor (and not the subcontractor) will be accepted.

5. ESTIMATED QUANTITIES REQUIRED

- 5.1. The quantities indicated above are the minimum anticipated number of units required by the Municipality.
- 5.2. Quantities might be reduced or increased depending on the available budget.
- 5.3. Quantity projections based on historical data, are provided in all instances where it is possible; otherwise no estimated quantity projection is provided.
- 5.4. The products will be ordered throughout the financial year as and when required.
- 5.5. The Thembisile Hani Local Municipality will not be bound to the estimated quantities as mentioned in the Pricing Schedule.
- 5.6. The tendered prices will be binding on this contract and adjusted yearly as per negotiations and SEISFA.

6. QUALITY AND QUANTITY

- 6.1. All materials offered in terms of this Tender shall comply with the latest relevant Codes of the South African Bureau of Standards (SABS)
- 6.2. Non-compliance with the agreed service delivery could lead to breach of contract and the supplier will be liable for any expenses incurred as effect thereof.

7. KEY PERFORMANCE INDICATORS

- 7.1. Timeous delivery of the correct quantities as per order of items as stipulated in the specifications,
- 7.2. Quality of product as stipulated: Specifications of this document.
- 7.3. The Service Provider will be notified if the KPI's are not met.
- 7.4. Materials ordered must be delivered within 7 (seven) working days from the date of issuing an order.
- 7.5. If the Service Provider cannot submit satisfactory reasons why the KPI's was not met, the contract may be cancelled and the Service Provider might be blacklisted

8. SAMPLES

- 8.1. Bidders must supply samples of Items, free of charge, when required. Not required for this tender.
- 8.2. Samples must be handed in at SCM Unit and End User Department in Thembisile Hani Local Municipality.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



8.3. Bidders name must be clearly marked on all samples.

9. PRICING REQUIREMENTS

9.1. Tender prices must be in ZAR Currency (Rand).

9.2. Bid prices must be exclusive of VAT.

9.3. All delivery costs must be included in the bid price.

9.4. All items on the Pricing Schedule, where detailed specifications apply, are listed under the Section: PRODUCT SPECIFICATIONS, and are cross referenced to the Pricing Schedule. In cases where a product does not have extensive specifications, the item specifications are listed with the item on the Pricing Schedule.

9.5. Tenderers must furnish unit prices for the listed products only.

9.6. Price increase must be indicated on the pricing schedule.

9.7. The tender will be valid for 120 days after closing date.

9.8. The contract period will be from date of commencement for a period of 36 months.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2