



**UMZIMVUBU**  
LOCAL MUNICIPALITY

**ADVERTISING DATE: 04 September 2019**

**UMZ/2019-20/FIRE EXTINGUISHERS/01**

SERVICE PROVIDER TO SERVICE FIRE EXTINGUISHERS AS PER SPEC.

Bidders are hereby invited to submit proposals/Quotations for the fire extinguishers

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 17 September 2019**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

**Enquiries:** / All technical enquiries may be directed to Ms N Xangayi & Mr T. Mbukushe (SCM Manager) 039 255 8531/8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**Attention: Mr G.P.T Nota**

**813 Main Street or P/Bag X9020**

**MT FRERE**

**5090**

  
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**GPT NOTA (MUNICIPAL MANAGER)**



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPALITY**

**2019 - 2020 FY**

**SERVICE OF FIRE EXTINGUISHERS**



# SERVICE OF FIRE EXTINGUISHERS

## TERMS OF REFERENCE

### 1. BACKGROUND

Umzimvubu Local Municipality seeks to acquire services from a reputable company to service Fire Extinguishers and hose reels.

### 2. AIM OF THE PROJECT

To ensure that Umzimvubu Local Municipality, fire extinguishers are maintained and serviced.

### 3. SCOPE OF WORK

3.1 An appointed service provider will be expected to service fire extinguishers as detailed below.

NO.	TYPE	SIZE	No OF FIRE EXTINGUISHERS
1.	DCP	4.5 Kg	33
2.	DCP	9 Kg	30

3.2 If the Fire Extinguishers are found non-functional, re-filling should be done, checking the gauge position including safety pins or clips and checking the condition of the powder.

3.3 All the Fire Extinguishers must be sealed and have clear instructions label on the front side, indicating how one is suppose to use the equipment in case of fire. Old torn labels must be replaced.

3.4 Once finalized the appointed service provider is expected to submit a close-out report and the certificate of compliance.

### 4. DURATION

Service and recharge of fire extinguishers has to be done and completed within a maximum of seven (7) days.

### 5. PROPOSAL/ SUBMISSION REQUIREMENTS

#### 5.1 List of Contents

All proposals must cover the following aspects of importance:

##### 5.1.1 A Detailed Company Profile

## SERVICE OF FIRE EXTINGUISHERS

Including brief history, field of expertise, staff resources, a proven tracking record of servicing and recharging fire extinguishers, where the main office is based as well as any other offices and a list of recently completed projects, similar to the one required in this document.

### 5.1.2 Proposed Methodology

Service provider should come up with a sound and workable methods for the development of the service of Fire Extinguishers.

### 5.1.3 Proposed Cost Structure

Detailed Breakdown of Proposed Fee Structure should be clearly stated and whether it's inclusive of VAT or not.

### 5.2 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 5.1.1 to 5.1.3 above. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-

- a) Proof Ownership
- b) Declaration of Interests
- c) Tax Certificate

5.3 The consortium submitting the proposal must declare any conflict of interests that it may have.

5.4 The ULM reserve the rights, not to accept any proposals in part or in whole

5.5 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

5.6 The ULM reserve the rights to amend any conditions, validity period. etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.

5.7 Successful bidders will need to be prepared to commence work within 7(Seven) working days of being informed of the awarding of the tender.

5.8 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

5.9 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

## SERVICE OF FIRE EXTINGUISHERS

### 6. WHERE TO SUBMIT:

6.1 All submissions must be clearly marked:

**“SERVICE OF FIRE EXTINGUISHERS”**

and be addressed for the attention of **the Municipal Manager, Mr G.P.T. Nota.**

6.2 Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

6.3 **Due date for the submission of proposal is on the closing date of an advert at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

### 7. INFORMATION AND ENQUIRIES

#### 7.1 TECHNICAL ENQUIRIES

To the attention of Ms T. Ngcongca – Assistant Manager Human Resources and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8561/8555

Fax : +2739 255 0167

Email : [Ngcongca.Thozama@umzimvubu.gov.za](mailto:Ngcongca.Thozama@umzimvubu.gov.za).

#### 7.2 OTHER ENQUERIES

Any other queries related to the bid must be addressed to the attention of the **Municipal Manager, Mr G.P.T. Nota.**

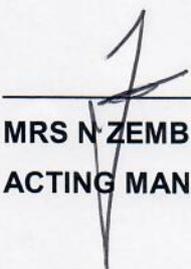
813 Main Street  
Private Bag X 9020

**MOUNT FRERE**

5090

Phone : +2739 255 8500/61

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**MRS N ZEMBE**

**ACTING MANAGER: CORPORATE SEVICRES**