



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR
ORDERS ABOVE R30 000.00 BUT LESS THAN R200 000.00**

REFERENCE NO. UTD/SCM/1782/2020

**PROVISION OF THE LEASE OF THE LABORATORY BUILDING
FOR UTHUKELA DISTRICT MUNICIPALITY**

11 MAY 2021

UThukela District Municipality is hereby invites quotations from qualified and experienced service provider for the following:

Item No.	Specifications	Quantity
01	<p><u>3 months lease for laboratory space for uThukela District Municipality</u></p> <p>The purpose for this is laboratory will be to provide a 3rd party method of evaluating the technical competence of a calibration or testing laboratory, using internationally recognized processes and standards and experts in the appropriate technical field. This provides some assurance to the customer that measurement results generated by the accredited laboratory meet the stated accuracy, precision and traceable.</p> <p>The laboratory will be able to demonstrate that the laboratory's operations substantially comply with the standard's requirements, i.e. it has a track record of producing reliable results and its staff members are competent.</p> <p>The uThukela District Municipality will also strive to have the laboratory accredited by SANS and conforms to the highest standards associated with it.</p> <p><u>ACCREDITATION BENEFIT</u></p>	03 MONTHS

There are many benefits for the laboratory:

- The management and technical competence of the laboratory is shown to be of the highest standard
- It becomes easy to manage the laboratory because procedures and methods are well structured
- It becomes easier to detect and correct non-conformances (which still may happen)
- It commits senior management to the quality system
- It ensures independence of the laboratory from other company influences
- Has a quality system that meets the specific requirements,
- It must also prove it is technically competent, i.e. meets the claimed measurement accuracies
- Traceability, for the testing or calibrations listed on its Scope of Accreditation

TERMS OF REFERENCE

Laboratory to accommodate the following

- 1 X +/- 1,100²m Floor space - inclusive of assignable and non-assignable space
- 9 X Offices
- 1 X Data capture office
- 2 X Boardrooms
- 2 X Managers office
- 1 X Micro laboratory
- 2 X Basin – Micro Laboratory
- 2 X Workbench – (fixed/stable) - Full wall length – Micro laboratory
- Lockable storage cupboards for Micro laboratory
- 1 X Micro laboratory store room
- Shelving in Micro Laboratory store room
- 4 X Power supply points (recommended) – Micro Laboratory
- 1 X Chemical laboratory

- 1 X Chemical laboratory store room
- Shelving in Chemical Laboratory store room
- 2 x Basin – Chemical Laboratory - Sewerage (Non-interchangeable)
- 2 X Basin – Chemical Laboratory - Potable water (Non interchangeable)
- 6 X Power supply points – (recommended) Chemical Laboratory -
- 3 X Workbench (fixed/stable) – Full wall length & central area – Chemical Laboratory
- 1 X Archive room
- Shelving in archive room
- 1 X General store room
- Shelving in general store room
- 1 X Balance room
- 2 X Boardroom – 10-and 20 seater respectively
- 1 X Service lift
- 2 X Change rooms - Male/Female
- 1 X Meter control room / scale room
- 2 X Bathroom / change room / emergency showers – Male/Female
- 2 X Visitor bathroom – Male/Female
- 1 X Waiting room
- 2 X Access point / Fire escape
- 23°C Ambient temperature to continuously be maintained throughout the entire floor area – Air conditioning is therefore essential – (central air conditioners or separate air conditioners)
- Contract to extend for 5 (five) years
- Tiled floor space throughout all laboratories
- Controlled access to Chemical- and Micro Laboratories
- Sufficient lighting – Florescent tubes
- Basin and water supply in Kitchen
- Hot and cold water supply - Micro- Chemical laboratory and kitchen

	<p>➤ 2X Weekly - Biohazard refuse removal services</p> <p>FUNCTIONALITY</p> <p>➤ <u>Compliant to National Building Regulation and Occupation Health and Safety Act</u></p> <ul style="list-style-type: none"> a) 1 X Service lift b) 2 X Change rooms - Male/Female c) 2 X Visitor bathroom – Male/Female d) 2 X Access point / Fire escape e) 2 X Bathroom / change room / emergency showers – Male/Female f) 23°C Ambient temperature are continuously maintained throughout the entire floor area and all offices/boardrooms g) Windows for cross ventilation h) Controlled access <p>➤ <u>Location</u></p> <ul style="list-style-type: none"> a) Central Business District and centrally based <p>➤ <u>Property insurance</u></p> <ul style="list-style-type: none"> a) Proof of insurance <p>➤ <u>Current property Condition Report</u></p> <p>➤ <u>Parking bays</u></p> <ul style="list-style-type: none"> ✓ 16 X Undercover parking Bays 	
	<p><u>SPECIAL CONDITIONS:</u></p> <ol style="list-style-type: none"> 1. Not adhering to the specifications, will result in the quotation not being considered. 2. Service must commence within 14 days of receiving official order 3. Prices must be valid for at least thirty (30) days from date of offer. 4. Faxed or e-mailed quotations will not be accepted. 	

GENERAL CONDITIONS:

Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement) Room 51.

1. Sealed quotations outwardly marked: **Ref. No. UTDM/SCM/1782/2021:**
Provision of the lease of the laboratory building must be addressed to the **Municipal Manager** and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on Wednesday 19 May 2021.**
2. **MBD1, MBD4, MBD6.1, MBD6.2, MBD6.11 and MBD8** forms must be filled in and submitted **together with the quotation.**
3. All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**
4. In terms of Regulation 6, the **80/20 preference point system will be applicable**, with 80 points for Price and 20 Points for B-BBEE Status Level of Contribution.
5. Prices quoted must include value added tax, delivery charges and off-loading to the municipal premises.
6. **Any quote will not necessary be accepted and the Council Reserves the Right to Accept the whole or any Part of Any quote.**
7. **Certified Copy of Sanas:** B-BBEE Certificated or Proof of Exemption **must** be included in the Bid document.
8. **A valid original Tax clearance** certificate **must be** submitted together with the document.
9. Prices altered by means of correction fluid **will not** be considered
10. **Preference will be given to Database Suppliers**
11. **A current (30 days) Business and or Business Residential municipal account for all services must** be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.

Enquiries may be directed to: Zama Nxumalo

Tell: 036 638 5100

Checked By : Lwazi Ngwenya (SCM Manager)


M SITHOLE
MUNICIPAL MANAGER