

INFORMATION TECHNOLOGY ELECTRONIC SERVICES



ELECTRONIC SERVICES

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Date: 10th February 2011

Referenced Project: Inspection of Structural Masts/Towers for Safe/Unsafe Working Conditions/Standards – 15 Sites

Dear Sir

1 Terms of Quotation and Acceptance Procedure

- 1.1 The correspondence as detailed hereinunder requests for a quotation to be submitted for the specified works for the above referenced sites.
- 1.2 Any miscellaneous items for the normal functioning of the system required , but not specified must be quoted for.
- 1.3 Please list the price as per the bill of quantities layout.
- 1.4 Manufactures product details i.e. product code must be submitted.
- 1.5 Where the equipment is imported, the rate of exchange and date used to quote must be specified.
- 1.6 All workmanship MUST be carried out in accordance with professional electronic engineering practises/regulation/practises and comply to industry standards (SABS or ISO900X).
- 1.7 Council reserves the right to choose any one or more items.
- 1.8 Should the contractor waiver their right for the submission of a quotation then a " Letter for the Non_Submission of Quotation" must be submitted.
- 1.9 Delivery period from date of order must be stated on Schedule A.
- 1.10 The Installation price (labour and travel) indicated must be the price for the installation of the entire system (all items listed in the Bill of Quantity) and the testing and commissioning thereof. Note: A minimum of two trips shall be required with the engineer (initial site visit and commissioning) excludes contractors installation trips.
- 1.11 The Supply and delivery rates per item shall be stated (if applicable).
- 1.12 The amount(s) of Value Added Tax shall be stated separately .
- 1.13 Councils condition of payment: 60 days from the date that the Engineer approves that the system works/operates to specification.
- 1.14 Submit valid/traceable References for works undertaken of a similar nature state in Schedule A.
- 1.15 All the equipment and system(s) installed shall have a one year warranty period after the Engineer's acceptance thereof.
- 1.16.1 The contractor shall agree to rectify faults arising from deficient installations or materials at no cost during the warranty period.
- 1.16.2 Clause 1.16.1 shall be taken into consideration when submitting project rates.
- 1.17 Where item description specifies "per metre" ensure that the unit price is submitted "per meter" of the item(s)
- 1.18 Sealed Quotation addressed to Electronics Services and marked "**Referenced Project: Inspection of Structural Masts/Towers for Safe/Unsafe Working Conditions/Standards – 15 Sites**" Must be placed in the quotation box located in the reception Area , 4th Floor Rennies House, 41 Magaret Mncadi Avenue Durban (and not to any other Municipal Department)not later than 11H00 on the 22nd February 2011.
- 1.19 All quotations shall be valid for a period of 30 days.
- 1.20 Schedule A + Bill of Quantity + Your Company's Covering Letterhead shall be submitted as the Quotation. Do not resend the specification.

- 1.21 Contractors who have previously failed to provide adequate service levels, or have failed to give timeous response to product/technical enquiries, or have adequately defaulted on repair turn-around times, or ignored or refused to meet contractual obligations under previous tender/quotation enquiries, or have been unable/unwilling to stock product/recommend spares, will also not qualify for consideration under this enquiry. This shall be determined at the sole discretion of the engineer.
- 1.22 The site surroundings must be left in the same condition as on commencement of installation i.e. clean up your area of installation e.g. drilling. Inspection thereof shall be undertaken by the administrator on site.
- 1.23 Ensure that Councils VAT Registration Number is on all invoices 4880193505.
- 1.24 Council reserves the right to request for proof of technical expertise and experience in the line of work requested .

2.0 Objective of Work

- 2.1 To undertake investigation/inspection of existing towers/masts to check if same is safe, unsafe in need of repair In terms of Occupational Health and Safety Act 85 of 1993.
- 2.2 Items to be checked for example are: etc :
- Corrosion
 - Alignment
 - Earthing and Lighting Protection Equipment
 - Welding
 - Bolts
 - Cracking
 - Ladder
 - Brackets
 - Feeder cables
 - Cable trays
 - Horizontal and diagonal braces
 - Fencing
 - Building /container
 - Paintwork
 - Air-conditioning
 - Connectors
 - Antennae
- 2.3 A report shall be submitted detailing the status of findings
- 2.4 Grade the Tower in terms of Safe/Unsafe/Repair/Replace
- 2.5 Submit Certificate of Compliance if applicable
- 2.6 Submit remedial measures required to be undertaken in order to make tower and peripherals safe
- 2.7 Report to include photographs depicting faults
- 2.8 State next inspection date
- 2.9 Thirteen of the fifteen sites have masts/towers , and two of the sites has water towers
- 2.10 The fifteen sites are located within Ethekwini Municipality's area of jurisdiction which extends in the North from Tongaat, in the South from Umkomaas , in the West from Mpumalanga
- 2.11 A Bill of Quantity has been submitted below into which the items description and pricing shall be stated

Sincerely,

Referenced Project: Inspection of Structural Masts/Towers for Safe/Unsafe Working Conditions/Standards – 15 Sites

A. Maharaj
Senior Engineer: Electronic Systems Division

| Bill of Quantity: Inspection of Structural Masts/Towers for Safe/Unsafe Working Conditions/Standards – 14 Sites | | | | |
|--|-------------------------|------------|------------------------------|-----------------------------|
| Item Ref | Item Description | Qty | Unit Price (excl.VAT) | Sub-Total (excl.VAT) |
| 1 | | | | |
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| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 11 | | | | |
| 12 | | | | |
| | | | Total | |
| | | | 14% VAT | |
| | | | Grand Total | |

Referenced Project: Inspection of Structural Masts/Towers for Safe/Unsafe Working Conditions/Standards – 15 Sites

SCHEDULE A

Contractors shall note that either "yes" or "no" must be inserted in the columns entitled "Fully Compliant", and "Understood and Accepted" .If "no" is inserted, it must be qualified in the "remarks" column. If the contractor inserts "yes" in both column, it will be assumed that the offer is in full compliance with the relevant clause.

| Clause | Understood and Accepted Yes/No | Fully Compliant Yes/No | Remarks |
|--------|-----------------------------------|---------------------------|---------|
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