

MUSINA LOCAL MUNICIPALITY



NOTICE REQUEST FOR FORMAL QUOTATION

Formal quotations are hereby invited to supply the following:

- **Procurement of a service provider for the refurbishment of Madimbo hall ceiling and roof.**

A formal quotation form must be completed and submitted as your quotation. No other form of quotation will be accepted.

The formal quotation form will be provided on request from N R Siko at 015 534 6127/6118, to be collected at office no 17, Civic Centre, Irwin Street, Musina or on our website, www.musina.gov.za.

Please forward your **(i) A comprehensive CSD report which must indicate the names or the owner, their gender, race, age, whether there is a person living with disability or not and the address of company preferred address on CSD in order to claim the preferential procurement points, (ii) Complete attached MBD Forms (iii) Copy of municipal rates and taxes statement (Municipal bill) account not older than three months for all directors and for the company. If the statement of Municipal Rate is not in the name of bidder and all directors of company, an affidavit from SAPS must be attached indicating that the company and directors does not own any property and that they do not owe any municipal rates and taxes or municipal charges to any other municipality for more than three months. If renting attach Valid/Lease agreement and latest three months proof of rental payment. If staying in rural areas attach letter from Traditional Authority not older than 3 months for the company and all directors also stating that there are no rates and taxes payable in the area. Kindly note that the address that will be considered will be the address as reflected on the Company registration document (Attach Company Registration document for verification) and should be reflected as preferred address on the CSD registration report and written formal quotation provided on or before 6 October 2026 @ 11h00 to room no: 17 Civic Centre, Irwin Street, Musina or email to rfq@musina.gov.za. Please make sure that the documents to be submitted by email does not exceed 3MB.**

Please ensure that you use the prescribed document, no other form of quote will be considered. The municipality does not bind themselves to accept the lowest or any quotation.

NB: All Bidders are required to be registered on the Central Supplier Database.

**P M MUDAU
ACTING MUNICIPAL MANAGER
MUSINA LOCAL MUNICIPALITY**

**Notice Number:RFQ25/2026-2027
18 September 2026**

MBD 4

DECLARATION OF INTEREST

No bid will be accepted from persons in the service of the state¹.

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her

3.2 Identity Number:

representative:.....

.....

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

.....

3.5 Tax Reference

Number:.....

3.6 VAT Registration Number:

.....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

YES / NO

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: “in the service of the state” means to be –

a member of –
any municipal council;
any provincial legislature; or
the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;
an official of any municipality or municipal entity;
an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
a member of the accounting authority of any national or provincial public entity; or
an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?YES / NO

3.10.1 If yes, furnish particulars.
.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars
.....
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Municipal Bidding Document must form part of all bids invited.

It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The bid of any bidder may be rejected if that bidder, or any of its directors have:

abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 been convicted for fraud or corruption during the past five years;
 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO
BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

I have read and I understand the contents of this Certificate;

I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

prices;

geographical area where product or service will be rendered (market allocation)

(c) methods, factors or formulas used to calculate prices;

(d) the intention or decision to submit or not to submit, a bid;

(e) the submission of a bid which does not meet the specifications and conditions of the bid;
or

(f) bidding with the intention not to win the bid.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

MBD 9

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME

GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Points for HDI status(at least 51% black owned)	10	
Points for 51% women equity	4	
Points for black person with disability	3	
Points for 51% owned youth firm	3	
Form not completed or submitted	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

Musina Local Municipality
Formal Quotation



Notice no: RFQ25/2026-2027– Procurement of a service provider for the refurbishment of Madimbo Hall ceiling and roof.

Submission Details

Closing Date: 6 October 2026

Closing Time: 11H 00

End User: MT Mthombeni 076 061 2618

Contact Person:

Email Address:

Hand Delivery:

Mary Siziba

rfq@musina.gov.za

Office no17

Quantity	Description		Unit Price	VAT	Total Price
	Procurement of a service provider for the refurbishment of Madimbo Hall ceiling and roof.				
	See Attached Scope of work, BOQ and the Requirements Below				

				Total	
(NB: Please note that payment will be made within 30 days of invoicing) (NB: Goods and Services should be delivered within 7days from the date of appointment)				VAT	
				Grand Total	
Comp. Name:					
Contact person and number:					
E-mail Address:					
CSD Supplier No:					
CSD Unique Registration Reference:					
Vat Registration Number:					

Company
Stamp here

REPLACEMENT OF CEILING, BRANDERING AND TRIANGULAR LOUVRE AT MADIMBO COMMUNITY HALL

1. DESCRIPTION OF WORKS

The works comprise the removal and replacement of the damaged ceiling and associated components at Madimbo Community Hall.

The affected ceiling area measures approximately **20 m × 15 m, giving a total area of approximately 300 m².**

The works shall include the removal of the existing damaged ceiling, replacement of defective brandering, installation of new 4 mm Nutec ceiling boards, jointing and finishing materials, cornices, painting, replacement of the detached triangular louvre and all associated works necessary to provide a complete and functional installation.

All dimensions and quantities shall be verified by the service provider on site before commencement of the works and before ordering or manufacturing materials.

2. REMOVAL OF EXISTING CEILING

The service provider shall:

- Carefully remove the existing damaged ceiling boards within the affected area.
- Remove all damaged, rotten, loose or otherwise unsuitable existing brandering.
- Protect existing roof members, electrical installations, light fittings and other services during removal.
- Remove existing cornices and jointing materials where necessary.
- Remove all debris resulting from the works and dispose of it at an approved disposal facility.
- Leave the supporting roof structure clean and ready for installation of the new ceiling system.

Any structural defects identified after removal of the existing ceiling shall be reported to the Municipality before proceeding with installation.

3. NUTEC CEILING BOARDS

The new ceiling shall consist of **4 mm thick fibre-cement Nutec ceiling boards or approved equivalent** suitable for internal ceiling applications.

The boards shall have the following requirements:

- Thickness: **4 mm**.
- Board size: **3.6 m × 1.2 m**.
- Nominal coverage per board: **4.32 m²**.
- Boards shall be new, straight, undamaged and free from cracks, chips and other visible defects.
- Boards shall be suitable for fixing to timber brandering.
- Boards shall be installed strictly in accordance with the manufacturer's recommendations.
- Cutting shall be neat and accurate to achieve properly aligned joints.
- Damaged or cracked boards shall not be installed.
- All ceiling boards shall be properly supported along edges and joints.

For the approximately **300 m² affected area**, an estimated **85 boards** may be allowed for procurement, inclusive of approximately 10% allowance for cutting and wastage.

4. TIMBER BRANDERING

New brandering shall consist of good-quality treated timber suitable for ceiling applications.

Unless otherwise required by the ceiling-board manufacturer or existing roof configuration, the brandering shall generally be:

38 mm × 38 mm treated timber brandering or approved equivalent.

The branderling shall:

- Be straight, properly seasoned and free from excessive knots, splitting, warping or other defects.
- Be securely fixed to the existing roof trusses or supporting structure.
- Be installed at centres suitable for supporting **4 mm Nutec ceiling boards** and in accordance with the board manufacturer's installation requirements.
- Provide continuous support at board edges and joints.
- Include additional cross-branderling at board joints, perimeter areas, openings and wherever additional support is required.
- Be installed level to ensure a straight and uniform finished ceiling.
- Be securely fixed using suitable corrosion-resistant fasteners.

Existing branderling may only be retained where it is confirmed to be structurally sound, properly aligned and suitable to receive the new ceiling.

5. CEILING JOINTS AND COVER STRIPS

Joints between ceiling boards shall be finished using an approved jointing system suitable for the selected Nutec ceiling-board installation.

Where H-section jointing strips are used:

- The strips shall be compatible with 4 mm ceiling boards.
- Joints shall be straight, uniform and neatly aligned.
- Jointing strips shall run continuously along the applicable board joints.
- All joints shall be properly supported by the branderling system.

The final installation shall provide a neat and consistent ceiling appearance.

6. CORNICES

New cornices shall be installed around the perimeter of the affected ceiling where required.

Cornices shall:

- Be suitable for use with fibre-cement ceilings.
- Be securely fixed to the wall/ceiling junction.
- Be neatly cut and joined at corners.
- Have joints properly finished.
- Provide a continuous and uniform finish around the ceiling perimeter.

The estimated perimeter of the **20 m × 15m affected area is approximately 100 linear metres**, excluding additional allowances for cutting and wastage.

7. FIXINGS

All nails, screws, clips and other fasteners shall:

- Be suitable for the ceiling-board and bracing system being installed.
- Be corrosion resistant.
- Be of the correct length and diameter for the application.
- Be installed at the spacing recommended by the ceiling-board manufacturer.
- Secure the boards without damaging or cracking them.

Fixings shall not be overdriven into the ceiling boards.

8. TRIANGULAR LOUVRE

The existing detached triangular louvre at the gable end shall be removed where still partially attached and replaced with a new louvre.

The contractor shall **take the exact dimensions of the existing opening on site before fabrication.**

The new louvre shall:

- Match the dimensions and general configuration of the existing opening.
- Be manufactured from durable material suitable for external exposure.
- Include a suitable supporting frame.
- Be securely anchored to the existing building structure.
- Be adequately braced against wind action.
- Allow adequate ventilation of the roof space while preventing direct entry of rain as far as reasonably practicable.
- Include suitable weatherproofing/flashing/sealing around the perimeter.
- Have all external metal components suitably protected against corrosion.
- Be neatly finished and painted/coated where applicable.

The completed louvre installation shall close and protect the existing opening while maintaining the required roof-space ventilation.

9. ELECTRICAL FITTINGS AND CEILING PENETRATIONS

Existing light fittings and other ceiling-mounted electrical components affected by the works shall be carefully removed or temporarily supported as necessary.

After installation of the new ceiling:

- Openings shall be accurately formed for existing fittings.

- Light fittings shall be properly repositioned.
- No fitting shall be supported solely by the ceiling board where independent support is required.
- Electrical works shall be undertaken by suitably competent personnel where electrical disconnection or reconnection is necessary.
- All ceiling penetrations shall be neatly finished.

10. SURFACE PREPARATION AND PAINTING

After completion of the ceiling installation, surfaces shall be prepared in accordance with the board and paint manufacturers' recommendations.

The works shall include:

- Cleaning the ceiling surface.
- Preparing joints and areas requiring making well.
- Applying an appropriate primer/sealer compatible with fibre-cement boards where required.
- Applying **two finishing coats of good-quality interior ceiling paint**.
- Ensuring uniform coverage and appearance.

The final ceiling shall be free from visible paint runs, stains, uneven coverage and other unacceptable defects.

11. WORKMANSHIP

All work shall be carried out by competent personnel experienced in ceiling installation.

The completed ceiling shall:

- Be level and properly aligned.
- Be securely supported.

- Have straight and uniform joints.
- Be free from loose, cracked or damaged boards.
- Have neatly completed edges and penetrations.
- Provide a consistent and acceptable finished appearance.

Poor workmanship or damaged materials shall be rectified or replaced by the contractor at no additional cost to the Municipality.

12. HEALTH AND SAFETY

The contractor shall comply with all applicable occupational health and safety requirements.

Particular attention shall be given to working at height, including the provision and proper use of suitable scaffolding, ladders, access equipment and personal protective equipment.

The work area shall be barricaded where necessary to prevent unauthorised access while ceiling works are in progress.

13. CLEANING AND DISPOSAL

The contractor shall keep the work area reasonably clean throughout the construction period.

Upon completion:

- All removed ceiling materials and construction waste shall be removed from site.
- Waste shall be transported to an approved disposal facility.
- Floors, walls and other affected surfaces shall be cleaned.
- Paint splashes and construction marks shall be removed.
- The hall shall be handed over in a clean and usable condition.

14. MATERIAL APPROVAL

All major materials proposed for incorporation into the works shall be submitted to the Municipality or its authorised representative for approval before installation.

Where the specification refers to **Nutec or approved equivalent**, any proposed alternative shall have comparable characteristics and suitability for the intended application and shall be subject to approval by the Municipality.

15. SITE VERIFICATION

The quantities provided in the RFQ/BOQ are based on an affected ceiling area of approximately **300 m²**.

Service providers shall satisfy themselves regarding the site conditions, access requirements, existing roof structure, ceiling height, louvre dimensions and extent of the works before submitting their quotation.

The successful service provider shall take final measurements before ordering materials or commencing fabrication.

16. COMPLETION REQUIREMENT

The contractor shall provide all labour, supervision, materials, tools, equipment, access equipment, and transport, fixings and incidental items necessary to complete the works.

The works shall be considered complete only once the **ceiling, brandering, triangular louvre, finishes and associated components have been fully installed, inspected, cleaned and accepted by the Municipality**.

17. REQUIRED CIDB

The contractor should be registered with CIDB grading of 1GB or higher

MADIMBO COMMUNITY HALL

CEILING REPLACEMENT AND BRANDERING – BILL OF QUANTITIES

Item	Description	Unit	Qty	Rate (R)	Amount (R)
1	Carefully remove existing damaged ceiling boards, including defective existing brandering, and dispose of debris at an approved disposal site.	m ²	300		
2	Supply and install treated timber brandering, approximately 38 × 38 mm, securely fixed to roof trusses/supports, including perimeter supports, cross-brandering at board joints, cutting and wastage.	m	900		
3	Supply and install 4 mm Nutec ceiling boards, size 3.6 m × 1.2 m, including cutting, fitting, fixing and approximately 10% allowance for wastage.	No.	85		
4	Supply and install approved H-section jointing/bishop strips/cover strips to joints between Nutec ceiling boards, complete.	m	400		
5	Supply and install ceiling cornices around the perimeter of the hall, including cutting, jointing and fixing complete.	m	80		
6	Supply all approved ceiling nails/screws and necessary fixing accessories required for complete installation.	Item	1		
7	Prepare Nutec ceiling surfaces, including cleaning and application of suitable primer/sealer.	m ²	300		
8	Apply two coats of approved interior ceiling paint to the complete ceiling surface.	m ²	300		
9	Make good around existing light fittings, electrical points, ventilation openings and other ceiling penetrations.	Item	1		
10	Final cleaning, removal of construction debris and handover of completed ceiling works.	Item	1		
11	Supply and install Triangular louvre with all required fittings to match the existing one	Item	1		
				TOTAL	

