



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY -

TO : Prospective Service Provider  
FROM : SCM /STORES  
DATE : 11/12/2024  
ENQUIRIES : STORES  
TELEPHONE : 015 780 6361/62  
REF : REQ6851

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices 3 Nyala Street, Phalaborwa not later than 20/12/2024 at 12H00

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
01	Request for procurement of a wood chopper for reduction of		
	garden waste at Phalaborwa landfill and to reduce the		
	amount of fire incidents occurred in the previous financial year.		

**Please number your quotes (Your Ref no)**

The following conditions will apply:

- Price (s) quoted must be valid for at least thirty (30) days from date of your offer.
- The municipality retains the prerogative to reject any quotes it deems to be excessive
- A firm delivery period must be indicated.
- Tax Clearance Pin
- A service provider be registered with central supplier database (CSD)
- Completed MBD4 (Declaration of Interest) Form
- Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals)  
20 is further evaluated : 20 for 100% Black owned;  
18 for at least 51% Black owned; and  
14 for Less than 51% Black owned

# Specification for Procurement of a Wood Chopper for Garden Waste Management at the Landfill

## 1. General Information

- **Purpose:** To process garden waste including branches, leaves, and other organic materials into mulch or compostable materials at the landfill.
- **Location:** [Specify Landfill Location]

## 2. Technical Specifications

### 2.1. Capacity

- **Processing Capacity:** Minimum 3 tons per hour.
- **Input Material Diameter:** Up to 6 inches (150 mm).

### 2.2. Engine

- **Type:** Diesel-powered (preferred) or electric.
- **Power Output:** Minimum 50 HP.
- **Fuel Tank Capacity:** Minimum 15 gallons for diesel engines.

### 2.3. Chopping Mechanism

- **Type:** Drum or disc chipper.
- **Number of Blades:** Minimum 4, with adjustable and replaceable options.
- **Blade Material:** High-strength alloy steel or equivalent.
- **Feed Mechanism:** Hydraulic or mechanical feed rollers.

### 2.4. Safety Features

- **Emergency Stop Button:** Easily accessible.
- **Feed Control Bar:** For safe operation.
- **Protective Shields:** Around moving parts.
- **Safety Lockouts:** For maintenance and repair.

### 2.5. Operational Features

- **Ease of Operation:** Simple control panel with clear instructions.
- **Portability:** Mounted on a trailer with appropriate DOT-approved lighting and hitching for transport.
- **Noise Level:** Compliance with local noise regulations (preferably below 85 dB at operator position).
- **Dust Suppression:** Integrated dust suppression system.

### 2.6. Maintenance

- **Service Accessibility:** Easy access to engine and chopping mechanism for routine maintenance.
- **Tool Kit:** Manufacturer-provided basic tool kit for maintenance.
- **Spare Parts Availability:** Assurance of availability of spare parts for at least 10 years.

## 3. Environmental and Compliance Standards

- **Emissions:** Compliance with EPA Tier 4 or equivalent local standards for emissions.
- **Waste Management:** Compliance with local regulations on waste management and disposal.

## 4. Warranty and Support

- **Warranty:** Minimum 2-year warranty covering parts and labour.
- **Technical Support:** 24/7 customer support with onsite service options.

## 5. Documentation

- **User Manual:** Detailed user manual in [language].
- **Maintenance Schedule:** Recommended maintenance schedule.
- **Training:** Onsite training for operators and maintenance staff.

## 6. Financial Details

- **Cost Breakdown:** Detailed cost including base unit price, optional accessories, delivery, and training.
- **Payment Terms:** Specify preferred payment terms.

## 7. Delivery and Installation

- **Lead Time:** Maximum 60 days from the date of order.
- **Installation:** Onsite installation and commissioning by the supplier.

## 8. Vendor Requirements

- **Experience:** Minimum of 5 years in the manufacture and supply of wood choppers.
- **References:** At least three references from past customers in the same sector.

## 9. Evaluation Criteria

- **Technical Compliance:** Adherence to the specified technical requirements.
- **Cost:** Competitive pricing.
- **Support and Warranty:** Quality of warranty and after-sales support.
- **Vendor Reputation:** Based on references and past performance.

## 10. Submission Details

- **Submission Deadline:** [Specify Date]
- **Contact Information:** [Specify Contact Person, Email, and Phone Number]