The Knysna Municipality is inviting quotations from suitable service providers for the services described below.
Category:

ADVERTISEMENT DATE:	06 February 2017
QUOTATION NUMBER:	C174 2016/17
DESCRIPTION OF GOODS/SERVICES:	Drawing up of plans and specifications and the submission of plans for approval for the installation of a lift in the Main Building in Clyde Street
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company : Knysna Municipality Contact Person : Nombulelo Mlisana Email : nmlisana@knysna.gov.za Tell : 044 302 6438
CLOSING DATE: **TIME:**	**Thursday , 09 February 2017** **12h00**
SUBMISSIONS:	Sealed quotations clearly marked, **"Drawing up of plans and specifications and the submission of plans for approval for the installation of a lift in the Main Building in Clyde Street "**, can be submitted: By hand to: Scm Dept.-Knysna Municipality By email to: nmlisana@knysna.gov.za Contact person: Nombulelo Mlisana Electronic bid documents must reach SCM office before the closing time
COMPULSORY REQUIREMENTS:	**Compulsory site meeting will be held at the Main Building 5 Clyde Street Knysna**
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Renwill Hardnick Email : rhardnick@knysna.gov.za Tell : 044 302 6459

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Bidders must insist on an official order number.
- Only an official order will bind the Council.

JB DOUGLAS
ACTING MUNICIPAL MANAGER

CLYDE STREET | KNYSNA
"WHERE PEOPLE AND NATURE PROSPER"

The Knysna Municipality is implementing an online purchasing management system. This system allows vendors to register online, receive automated alerts via e-mail and will eventually allow vendors to submit bids electronically. All opportunities >R30 000 (RFQ's and Tenders) are processed through our online system. To register go to www.knysna.gov.za – Council adverts – Supply Chain Management – SCM e-mail list – complete info and click on submit form. Enquiries may be directed to: nmlisana@knysna.gov.za

SPECIFICATIONS

This quotation calls for drawing up of plans and specifications and the submission of plans for approval for the installation of a lift in the Main Building in Clyde Street

Contractors must adhere to the specifications below.

Must be a registered draughtsman or architect.
Drawings must adhere to the Occupational Health and Safety Act (85/1993): Guidelines for Lift, Escalator and Passenger Conveyor Regulations, 2009
The work will be approved by Property Section.

DESCRIPTION OF ITEM

Drawing up of plans and specifications and the submission of plans for approval for the installation of a lift in the Main Building in Clyde Street			
ITEM	**SHORT DESCRIPTION**	**Unit price**	**AMOUNT (R) EXCL VAT**
1	Drawing up of plans for the installation of a lift in the Main Building in Clyde Street		
2	Supplying of working drawings		
3	Submitting plans for Municipal approval		
4	Architectural supervision		
Sub total		**R**	
14% VAT (if VAT registered)		**R**	
TOTAL		**R**	

The name of the Tenderer:			
The name of the Contact person:			
Physical address of the Tenderer:			
		Postal Code:	
Postal address of the Tenderer:			
		Postal Code:	
Cellular number:			
Telephone number:			
Facsimile:			
E-mail address:			

KMBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

2. 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.

3 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 representative: ……..

3.2 Identity Number: …….

3.3 Position occupied in the Company (director, trustee, hareholder[2]): ……....

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. ……

……..

[1]MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) 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);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) 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**

…….

Contact number