



Knysna Municipality is inviting quotations from suitable service providers for the services described below.
Category: Lease of Service Systems

(For publication on the Knysna Municipality website & notice boards)

ADVERTISEMENT DATE:	18 February 2015
RFQ NUMBER:	13/2015
DESCRIPTION OF GOODS/SERVICES:	Lease of Service Systems (Wireless Customer Survey Pads)
RFQ DOCUMENTS ARE OBTAINABLE FROM:	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Council adverts >Quotations)
CLOSING DATE: TIME:	27 February 2015 12h00
SUBMISSIONS:	Sealed quotations clearly marked, " RFQ 13/2015: Lease of Service Systems (Wireless Customer Survey Pads) ", can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: procurement@knysna.gov.za Contact person: Sandra Fourie (Tel: 044 302 6328) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
COMPULSORY REQUIREMENTS:	KMBD 6.1 should be signed and attached to the proposal
TECHNICAL ENQUIRIES:	Department : Municipal Manager Contact Person : Christopher F. Bezuidenhout Email : cbezuidenhout@knysna.gov.za Tel : 044 302 6381

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.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Attached KMBD 4 document must be completed.
- Status of Municipal accounts must be submitted
- Bidders must insist on an official order number.
- Only an official order will bind the Council

GRANT EASTON
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

**RFQ NO. 13/2015
REQUEST FOR QUOTATION:**

LEASE OF SERVICE SYSTEMS (WIRELESS CUSTOMER SURVEY PADS)

Knysna Municipality invites suitably qualified service providers to submit written quotations for the lease and implementation of Service Systems (Wireless Desktop Customer Survey Pads) for a period of one year with an option to renew for another year.

The following will be required:

- Wireless Desktop Service pad with 1 question: 8 units (incl. corporate branding)
- Wireless Desktop Service pad with 5 questions: 7 units (incl. corporate branding)
- Data collection server: 5 units
- Data SIM Cards (if not WIFI compatible)
- Installation
- One (1) day training for 2 persons
- Immediate, Weekly and Monthly reports on invoice

NOTE: The municipality's offices are decentralized with offices in and around town. All offices are connected via the municipal wireless network.

Functionality:

All bids will be evaluated by a panel on basis of functionality (30 points) and Price (80/20). The points scored for functionality will not be carried over to price, but will only be used as a gate keeping exercise. The final evaluation will be done in terms of the Council's Preferential Procurement Policy which states 80 for price and the remaining 20 for B-BBEE.

With regard to functionality the following criteria will be applicable and the maximum weighting of each criterion is indicated in brackets:

ELEMENT		WEIGHT	TOTAL
Relevant Experience (does not have to be public service experience).	Full Portfolio of evidence must accompany your bid (incl. product specifications, report examples, etc.)	1 Client = 10 points 2 Clients = 20 points 3 Clients & more = 30 points	

The minimum qualifying score for functionality is 20 points. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BBBEE.

Pricing:

- The price for each item must be clearly specified.
- All additional costs must be clearly specified and included in the total bid price (e.g. transport, repeaters, monthly fee etc.).
- All prices must be VAT inclusive.
- The municipality reserves the right not to accept the lowest quotation or any quotation in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the municipality.
- The municipality also reserves the right to award this contract as a whole or in part without furnishing reasons.
- The Bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.

PRICING SCHEDULE:

ITEM	UNIT/QUANTITY (A)	PRICE PER UNIT per MONTH (B)	TOTAL (A x B x 12 months)
Service pad 1 question	x8		
Service pad 5 questions	x7		
Corporate Branding	x15		
Data Collection Server	x5		
Installation			
Training (1 day for 2 persons)			
Travelling			
Monthly Management Fee			
Additional Costs (Specify)			
Sub Total			
VAT(if vat registered)			
TOTAL			

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:			