



Knysna Municipality is inviting quotations from suitable service providers for the services described below. **Category:** Printing and Advertising (For publication on the Knysna Municipality website & notice boards)

<b>ADVERTISEMENT DATE:</b>	<b>06 July 2018</b>
<b>RFQ NUMBER:</b>	<b>B05/2018/19</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>MANDELA CENTENARY T-SHIRTS</b>
<b>RFQ DOCUMENTS ARE OBTAINABLE FROM:</b>	Company Knysna Municipality Contact Person Phindiswa Mseleni Email <a href="mailto:pmseleni@knysna.gov.za">pmseleni@knysna.gov.za</a> Tel no 044 302 6269
<b>CLOSING DATE: TIME:</b>	<b>10 July 2018 12h00</b>
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, " <b>B05/2018/19 MANDELA CENTENARY T-SHIRTS</b> ", can be submitted: By hand to: SCM Department, Knysna Municipality  By email to: <a href="mailto:pmseleni@knysna.gov.za">pmseleni@knysna.gov.za</a>  Contact person: Phindiswa Mseleni (Tel: 044 302 6269) Electronic bid documents must reach the SCM office before the closing time.
<b>COMPULSORY REQUIREMENTS:</b>	KMBD 6.1 should be signed and attached to the proposal
<b>TECHNICAL ENQUIRIES:</b>	Department : Municipal Manager Contact Person : Chumisa Kalawe Email : <a href="mailto:communications@knysna.gov.za">communications@knysna.gov.za</a> Tel : 044 302 6471

**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



**B05/2018/19  
REQUEST FOR QUOTATION:**

**B05/2018/19: MANDELA CENTENARY T-SHIRTS**

Knysna Municipality invites relevant and experienced service providers to submit written quotations for the supply and delivery of Mandela Centenary T-Shirts within the following specifications:

- 65 Official Mandela Centenary T-shirts (Crew Neck)
- 100% cotton
- Colour: White
- Long sleeve
- Sizes: - as per pricing schedule below

**OTHER SPECIFICATIONS:**

- Council's current corporate brand should be considered in the designing process.
- Bidders must provide at least two contactable references
- Bidder must provide evidence of at least two examples of similar work done. Compulsory.

**PRICING SCHEDULE:**

Description		Unit Costs	Unit	Total
Ladies	Small	R	4	
	Medium	R	9	
	Large	R	7	
	XL	R	9	
	2XL	R	7	
	3XL	R	1	
Mens	Small	R	3	
	Medium	R	6	
	Large	R	10	
	XL	R	6	
	2XL	R	3	
Delivery		R	65	
Other Costs – Specify		R		
Sub Total				
VAT 15%				
<b>TOTAL</b>				

**KMBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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<sup>2</sup>): .....

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. ....

.....

<sup>1</sup>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.

<sup>2</sup> 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**