



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

Category: **Cleaning of the roof, forecourt and windows**

ADVERTISEMENT DATE:	06 July 2018
QUOTATION NUMBER:	B06/2018/2019
DESCRIPTION OF GOODS/SERVICES:	Cleaning of the roof, forecourt and windows
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company : Knysna Municipality Contact Person : Phindiswa Mseleni Email : pmseleni@knysna.gov.za Tell : 044 3026269
CLOSING DATE: TIME:	10 JULY 2018
SUBMISSIONS:	Sealed quotations clearly marked, " Cleaning of the roof, forecourt and windows of the Knysna Public Library ", can be submitted: By hand to: Scm Dept-Knysna Municipality By email to: pmseleni@knysna.gov.za Contact person: Phindiswa Mseleni Electronic bid documents must reach SCM office before the closing time
COMPULSORY REQUIREMENTS:	None
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Annegret Coetzee Email : acoetzee@knysna.gov.za Tell : 044 3026382

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.



Cleaning of the roof, forecourt and windows of the Knysna Public Library

SPECIFICATIONS

SPECIFICATIONS

1. The roof, gutters and channels must be swept and all foreign objects removed twice per month (first and last week month OR as directed by the Senior Librarian).
2. The forecourt must be swept and night soil removed at least twice per week, preferably on a Monday and Friday OR as directed by the Senior Librarian.
3. The windows must be cleaned twice per quarter OR as directed by the Senior Librarian (**not to exceed 2 x quarterly**).

SPECIAL REQUIREMENTS & CONDITIONS

1. Suppliers will be required to invoice the Municipality on actual job done.
2. The supplier may invoice the municipality fortnightly, monthly OR quarterly after the work indicated above is done for that week or month.
3. The unit price is the cost of work done per cleaning cycle (please complete).

HEALTH AND SAFETY CERTIFICATES

- (I) A detailed health & safety plan must be drawn up to indicate how your employees and the public will be safeguarded.
- (II) Proof of contribution to workmen's compensation must be attached.
- III) Third party insurance a compulsory requirement

PRICING SCHEDULE				
ITEM	Activity	QTY	Unit price	AMOUNT (R) EXCL VAT
1	Sweeping of gutters and roof including removal of foreign objects.	X20		
2	Sweeping of forecourt and removal of night soi	X40		
3	Cleaning of the windows	X8		
Sub total			R	
15% 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 state¹.
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, 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) 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.

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

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.

3.9.1 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