



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

Category: Supply and Deliver of branded Bib Aprons and Branded T-shirts

ADVERTISEMENT DATE:	15 August 2018
QUOTATION NUMBER:	B112/2018/19
DESCRIPTION OF GOODS/SERVICES:	Supply and Deliver of Branded Front Bib Aprons and branded-T-Shirts
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company Knysna Municipality Contact Person Phindiswa Mseleni Email pmseleni@knysna.gov.za Tel no 044 302 6269
CLOSING DATE: TIME:	17 August 2018
SUBMISSIONS:	Sealed quotations clearly marked, “ Supply and delivery of branded front bid Aprons and branded-T-Shirts ”, can be submitted: By hand to: SCM Department, Knysna Municipality By email to: pmseleni@knysna.gov.za Contact person: Phindiswa Mseleni (Tel: 044 302 6269) Electronic bid documents must reach the SCM office before the closing time.
COMPULSORY REQUIREMENTS:	Requirement in the document
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Lizel Baatjies Email : lbaatjies@knysna.gov.za Tell : 044 3026343

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.

**K CHETTY
MUNICIPAL MANAGER**

CLYDE STREET | KNYSNA
“WHERE PEOPLE AND NATURE PROSPER”



REQUEST FOR QUOTATION:

VOLUNTEER PROJECT: T-SHIRTS and APRONS

Knysna Municipality invites relevant and experienced service providers to submit written quotations for the supply and delivery of Branded Front Bib Aprons and branded T-Shirts within the following specifications:

Product Description:

- Front Bib Apron
- Front patch pocket and back ties
- Unisex: One size fits most
- 200gsm 80/20 Pollycotton twill
- Colour: Blue
- 3 branded logo on each Apron

Product Description:

- 35 Branded Vic Bay T-shirts
- 180g crow neck
- 100% cotton
- Colour: Blue
- 3 branded logo each T-shirt

PRICING SCHEDULE:

Description: T-shirts		Unit Costs	Unit	Total
	Small	R	2	
	Medium	R	20	
	Large	R	20	
	XL	R	6	
	2XL	R	4	
	3XL	R	2	
	4XL	R	2	

Delivery	R		
Other Costs – Specify	R		
Sub Total			
VAT 15%			
TOTAL			

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.

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.

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 director’s 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