



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

Category:

<b>ADVERTISEMENT DATE:</b>	30 October 2018
<b>QUOTATION NUMBER:</b>	<b>B301/2018/19</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>Supply and install flooring for Belvidere Waste Water Treatment Works Office and Toilet</b>
<b>QUOTATION DOCUMENTS ARE OBTAINABLE FROM:</b>	Company : Knysna Municipality Contact Person : Nadia Majola Email : <a href="mailto:nmajola@knysna.gov.za">nmajola@knysna.gov.za</a> Tell : 044 3026509
<b>CLOSING DATE: TIME:</b>	01 November 2018 12h00
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, "B301/2018/19 – <b>Supply and install flooring for Belvidere Waste Water Treatment Works Office</b> ", can be submitted: By hand to: Scm Dept.-Knysna Municipality By email to: <a href="mailto:nmajola@knysna.gov.za">nmajola@knysna.gov.za</a> Contact person: Nadia Majola Electronic bid documents must reach SCM office before the closing time
<b>COMPULSORY REQUIREMENTS:</b>	None
<b>TECHNICAL ENQUIRIES:</b>	Company : Knysna Municipality Contact Person : Johannes Kiewiets Email : <a href="mailto:jkiewiets@knysna.gov.za">jkiewiets@knysna.gov.za</a> Tell : 044 3026502

**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.

**J Douglas**  
**ACTING MUNICIPAL MANAGER**

**CLYDE STREET | KNYSNA**



**B301/2018/19**

**Supply and install flooring for Belvidere Waste Water Treatment Works Office and Toilet**

**DESCRIPTION OF ITEM**

<b>ITEM</b>	<b>SHORT DESCRIPTION</b>	<b>QTY</b>	<b>Unit price</b>	<b>AMOUNT ( R ) EXCL VAT</b>
1	Supply and install Novilon flooring In Office Length 4.3 m/ Width 2.83 m	13 m <sup>2</sup>		
2	Supply and install Novilon flooring In Toilet Length 1.3 m/ Width 2.83 m	3.7 m <sup>2</sup>		
<b>Sub total</b>				
<b>15% VAT (if VAT registered)</b>			<b>R</b>	
<b>TOTAL</b>			<b>R</b>	

**DELIVERY PERIOD: ..... (Weeks)**

## **REQUIREMENTS:**

### **EVALUATION**

All bids will be evaluated by a panel on basis of functionality (100%) and Price 80. 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.

#### **Point's allocation for functionality**

1. Company history and experience on similar works with references to previous experiences. (15)
2. List of contactable references of similar municipal services previously done. (15)
3. Location of company. (20)

### **EVALUATION SCHEDULE**

**\*\*\* (Your pricing schedule will not be considered if this table is not completed)**

<b>Criteria</b>	<b>Scoring criteria</b>	<b>Points Claimed</b>
Provide company profile, history, years of experience. Years of experience must be clearly indicated in the company profile or CV	Years 1 - 2(5) 3 - 4(10) 5 + (15)	
Provide a list of contactable references of similar municipal services previously provided	1 ref (5) 2 refs (10) 3 refs or more (15)	
<b>Total</b>	<b>30</b>	

***Tenderers must achieve a minimum of 15 points in order to qualify for further evaluation on price and preference points***

**Contact Details of Tenderer**

Knysna Municipality Supplier number

CSD Supplier number

CSD Unique Registration Reference Number

The name of the Tenderer:

The name of the contact person:

The address of the Tenderer:

Telephone:

Facsimile:

E-mail:

Address (physical):

Address (postal):

Signature:

Date:

**MBD 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: _____ _____		
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 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: _____ _____		

<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.

4.	Full details of directors / trustees/ members / shareholders:			
<b>Full Name</b>			<b>Identity Number</b>	<b>State Employee Number</b>

5. I, the undersigned (name) \_\_\_\_\_, certify that the information furnished in paragraphs 3 and 4 above is correct.

I accept that the state may act against me should this declaration prove to be false.

Name of Bidder		Date	
Signature		Capacity	

## 11. MDB 15 – Certificate for Payment of Municipal Services

**NAME OF THE BIDDER:** \_\_\_\_\_

**FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:**

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

**NB:** Please attach certified copy (ies) of ID document(s)

I, \_\_\_\_\_,

(Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a **Municipality** in respect of which payment is overdue for more than 30 days;

**THUS DONE AND SIGNED** for and on behalf of the Bidder, at \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
--	--

SIGNATURE:		NAME (PRINT):	
CAPACITY:		NAME OF FIRM:	

**For office use (comments):**