



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

1. Category: **Facilitator for Creative Writing Workshop in 3 Official Languages: English, Afrikaans and IsiXhosa from 30 July to 3 August 2018.**

<b>ADVERTISEMENT DATE:</b>	<b>19 July 2018</b>
<b>QUOTATION NUMBER:</b>	<b>B044 /2018/2019</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>Facilitator for Creative Writing Workshop in 3 Official Languages: English, Afrikaans and IsiXhosa from 30 July to 3 August 2018.</b>
<b>QUOTATION 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> Tell : 044 302 6269
<b>CLOSING DATE: TIME:</b>	<b>22 July 2018</b>
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, <b>B044/2018/19 “Facilitator for Creative Writing Workshop”</b> , can be submitted: By hand to: SCM Dept-Knysna Municipality By email to: <a href="mailto:pmseleni@knysna.gov.za">pmseleni@knysna.gov.za</a>  Contact person: Phindiswa Mseleni 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 : Zoliswa Mphekeleni Email : <a href="mailto:zmphekeleni@knysna.gov.za">zmphekeleni@knysna.gov.za</a> Tell : 044 3026498 or 3026310

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.



## SPECIFICATIONS

### Scope of Work

<u>Item No.</u>	<u>Description</u>
	Facilitate the basic Skills of Writing a Story.
	Use the student`s Stories as a foundation to edit the stories for publication.
	Help young Authors with editing of manuscript and publication assistant.
	The creative writing workshop will be in 2 session  <b>In the Morning:</b> Librarians and Youth on basic skills of Creative writing.
	<b>Afternoon:</b> 22 Students per Language will attend the workshop with their stories from the writing competition for basic creative writing workshop, learn to edit their stories and improve their writing and imagination Skills.  <b>Total Number of Student :66</b>  <b>Languages: IsiXhosa, English and Afrikaans</b>
	Duration: 4 Days, commencing on Tuesday 30 July to 3 August 2018

### Pre Selection Criteria

	<b>Criteria</b>	<b>Points</b>	<b>Points Claimed</b>
1.	Relevant B Degree and certificate in Creative writing or 2 to 5 Years' experience in facilitating similar workshops.	5	
2.	Relevant B Degree and certificate in Creative writing or 5 to 10 Years' experience in facilitating similar workshops	5	
3.	Provide a proposal	5	
4	3 reference letters from previous work done	5	

**Only bidders who claim 10 points will be evaluated further on prices**

## References

Company name	Contact person	Contact no. e.g. Landline & Cell phone	<u>E- mail</u>

### Special Conditions:

- Workshop will consist of 2 Groups per day 9am to 13pm
  - i. 14:30 to 16:30 (Student)
- Attach 3 references letters from previous work done
- Student Stories will be scanned and Send to a service Provider week before workshop date.
- Must provide a Certificate at the end of the Writing Workshop.
- Service Provider May Quote on one or all three Languages.
- Price(s) Quoted must be available for at least 30 Days from date of 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.**
- Bidder's must insist on an official order Number

### Pricing Schedule:

ITEM	PRICE with transport and Accommodation	PRICE with transport and without Accommodation
<b>Facilitator for Creative Writing Workshop</b>		
Subtotal(Afrikaans)		
Subtotal(English)		
Subtotal(IsiXhosa)		
VAT 15%		
Grand 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:			

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 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