

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

Category: **DESIGN, SUPPLY & INSTALL COLLECTIONS AND DIRECTION SIGNAGE AT THE OLD GAOL**

ADVERTISEMENT DATE:	27 March 2018
QUOTATION NUMBER:	B754/2017/18
DESCRIPTION OF GOODS/SERVICES:	DESIGN, SUPPLY & INSTALL COLLECTIONS AND DIRECTION SIGNAGE AT THE OLD GAOL
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company : Knysna Municipality Contact Person : Nombulelo Dliso Email : ndliso@knysna.gov.za Tell : 044 3026438
CLOSING DATE: TIME:	Tuesday 03 April 2018 12:00
SUBMISSIONS:	Sealed quotations clearly marked, " B754/2017/18: SUPPLY & INSTALL SIGNAGE AT THE OLD GAOL ", can be submitted: By hand to: Scm Dept-Knysna Municipality By email to: ndliso@knysna.gov.za Contact person: Nombulelo Dliso Electronic bid documents must reach SCM office before the closing time
COMPULSORY REQUIREMENTS:	Site inspection at the convenience of the bidder is advised: must be arranged with Ms S Oyo OR Mr B Camphor at 044 302 6320
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Xola Frans Email : xlfrans@knysna.gov.za Tell : 044 3026320

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"

The Knysna Municipality is implementing an online purchasing management system. This system allows vendors to register online, receive automated alerts via e-mail and will eventually allow vendors to submit bids electronically. All opportunities >R30 000 (RFQ's and Tenders) are processed through our online system. To register go to www.knysna.gov.za – Council adverts – Supply Chain Management – SCM e-mail list – complete info and click on submit form. Enquiries may be directed to: nmlisana@knysna.gov.za



Old Gaol signage specifications

1. Design, supply and install direction and collections signage

Design all signs in English with municipal logo & QR codes per the links in the table below. (Show QR codes only: URLs are not required except where otherwise indicated).

Mount the collection signs next to the doorways, or on the open doors of each collection so that they're visible from the outside of the collections; where a second sign is specified, it should be mounted inside the collection room so that users can access the web page without having to leave the room.

Mount the direction sign on the outside wall of the Titanic room, facing the entrance passage.

Collection signs (Size A3): 16

Direction sign (Size A1): 1

Ref	Qty	Size	
			DIRECTION SIGN
1	1	A1	Maritime collection Maps & models room Knysna Art Gallery Angling collection & Coelacanth Infirmary Knysna elephants (INCLUDE ARROWS TO INDICATE DIRECTIONS) Visit us online: www.knysnamuseums.co.za (SHOW URL) (QR CODE:) http://www.knysnamuseums.co.za/
			COLLECTION SIGNS
2	1	A3	Knysna Art Gallery (QR CODE:) http://www.knysnamuseums.co.za/pages/art-gallery/
3	2	A3	Angling collection (QR CODE:) http://www.knysnamuseums.co.za/pages/angling-collection/
4	2	A3	The Coelacanth (QR CODE:) http://www.knysnamuseums.co.za/pages/the-coelacanth/
5	2	A3	Middle Stone Age Archaeology in Knysna

			<p>(QR CODE:)</p> <p>http://www.knysnamuseums.co.za/pages/archaeology/</p> <p>(MOUNTED OUTSIDE & INSIDE TITANIC ROOM)</p>
6	1	A3	<p>Knysna elephants</p> <p>(QR CODE:)</p> <p>http://www.knysnamuseums.co.za/pages/the-knysna-elephants/</p>
7	1	A3	<p>Old Gaol Infirmary</p> <p>(QR CODE:)</p> <p>http://www.knysnamuseums.co.za/pages/the-infirmary/</p>
8	2	A3	<p>Maritime collection</p> <p>(QR CODE:)</p> <p>http://www.knysnamuseums.co.za/pages/maritime-collection/</p>
9	2	A3	<p>Maps & models room</p> <p>(QR CODE:)</p> <p>http://www.knysnamuseums.co.za/pages/maps-and-models-room/</p>
10	1	A3	<p>The Old Gaol</p> <p>(QR CODE:)</p> <p>http://www.knysnamuseums.co.za/pages/the-gaol/</p> <p>(MOUNTED IN THE ENTRANCE PASSAGE)</p>
11	1	A3	<p>Knysna's mayors</p> <p>(QR CODE:)</p> <p>http://www.knysnamuseums.co.za/pages/mayors-of-knysna/</p>
12	1	A3	<p>Knysna Museum</p> <p>www.knysnamuseums.co.za (SHOW URL)</p> <p>(QR CODE:) http://www.knysnamuseums.co.za/</p> <p>(MOUNTED OUTSIDE THE FRONT DOOR)</p>

2. Print and install Dalene Matthee information sign using existing artwork

Design: add Municipal logo to existing art work

Print 1 copy in full colour on Chromadek; Size AO.

SPECIAL REQUIREMENTS & CONDITIONS

1. Interior signage must be inscribed on **correx** boards
2. Exterior signage must be inscribed on galvanized **chromadek** sheets.
3. QR codes(bar-code) must be inscribed on all the boards per URL

➤ Site inspection at the convenience of the bidder is advised: must be arranged with Ms S Oyo OR Mr B Camphor at 044 302 6320

Pricing Schedule

Design, supply and install direction and collections signage	
SUBTOTAL	
VAT	
TOTAL	

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

