



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

**Category:** Printing and Advertising

(For publication on the Knysna Municipality website & notice boards)

<b>ADVERTISEMENT DATE:</b>	<b>28 March 2018</b>												
<b>RFQ NUMBER:</b>	<b>B757/2017/18</b>												
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>SUPPLY &amp; DELIVERY OF BRANDED GOLF SHIRTS</b>												
<b>RFQ DOCUMENTS ARE OBTAINABLE FROM:</b>	<table> <tr> <td>Company</td> <td>Knysna Municipality</td> </tr> <tr> <td>Contact Person</td> <td>Vuyolwethu Nobatana</td> </tr> <tr> <td>Email</td> <td><a href="mailto:vnobatana@knysna.gov.za">vnobatana@knysna.gov.za</a></td> </tr> <tr> <td>Tel no</td> <td>044 302 6595</td> </tr> </table>	Company	Knysna Municipality	Contact Person	Vuyolwethu Nobatana	Email	<a href="mailto:vnobatana@knysna.gov.za">vnobatana@knysna.gov.za</a>	Tel no	044 302 6595				
Company	Knysna Municipality												
Contact Person	Vuyolwethu Nobatana												
Email	<a href="mailto:vnobatana@knysna.gov.za">vnobatana@knysna.gov.za</a>												
Tel no	044 302 6595												
<b>CLOSING DATE: TIME:</b>	<b>04 April 2018 12h00</b>												
<b>SUBMISSIONS:</b>	<p>Sealed quotations clearly marked, "<b>B757/2017/18 Supply &amp; Delivery: Branded Golf Shirts</b>", can be submitted:</p> <p>By hand to: SCM Department, Knysna Municipality</p> <p>By email to: <a href="mailto:vnobatana@knysna.gov.za">vnobatana@knysna.gov.za</a></p> <p>Contact person: Vuyolwethu Nobatana (Tel: 044 302 6595) Electronic bid documents must reach the SCM office before the closing time.</p>												
<b>COMPULSORY REQUIREMENTS:</b>	Please complete this official document.												
<b>TECHNICAL ENQUIRIES:</b>	<table> <tr> <td>Department</td> <td>:</td> <td>Municipal Manager</td> </tr> <tr> <td>Contact Person</td> <td>:</td> <td>Christopher F. Bezuidenhout</td> </tr> <tr> <td>Email</td> <td>:</td> <td><a href="mailto:pr@knysna.gov.za">pr@knysna.gov.za</a></td> </tr> <tr> <td>Tel</td> <td>:</td> <td>044 302 6381</td> </tr> </table>	Department	:	Municipal Manager	Contact Person	:	Christopher F. Bezuidenhout	Email	:	<a href="mailto:pr@knysna.gov.za">pr@knysna.gov.za</a>	Tel	:	044 302 6381
Department	:	Municipal Manager											
Contact Person	:	Christopher F. Bezuidenhout											
Email	:	<a href="mailto:pr@knysna.gov.za">pr@knysna.gov.za</a>											
Tel	:	044 302 6381											

**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.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- Price must include all related expenses, i.e. transport, accommodation etc.
- No award will be made if municipal account is not up to date.
- Bidders must insist on an official order number.
- Only an official order will bind the Council

**KAM CHETTY  
MUNICIPAL MANAGER**

**CLYDE STREET | KNYSNA  
INCLUSIVE INNOVATIVE INSPIRED**

*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](http://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](mailto:nmlisana@knysna.gov.za)*



**B757/2017/18**

**SUPPLY & DELIVERY OF: BRANDED GOLF SHIRTS**

Knysna Municipality invites relevant and experienced service providers to submit written quotations within the following specifications:

- Supply & Branding of 15 x Golf Shirts
- 1 x Branding ONLY. Own Golf Shirt supplied

**SPECIFICATIONS:**

- White Golf Shirt Colour – WHITE;
- 3 full colour logos including text, two pocket size front & one A5 size on back;
- For sizes see pricing schedule;
- Shirts to be suitable for screen-printing (colour fast).

**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.



**PRICING SCHEDULE**

Description	Unit Costs	Unit	Total
<b>White Golf Shirts:</b>			
<b>Ladies Small</b>	R	<b>1</b>	
<b>Ladies Medium</b>	R	<b>4</b>	
<b>Ladies Large</b>	R	<b>1</b>	
<b>Ladies XL</b>	R	<b>1</b>	
<b>Ladies 2XL</b>	R	<b>1</b>	
<b>Men's Large</b>	R	<b>2</b>	
<b>Men's XL</b>	R	<b>3</b>	
<b>Men's 2XL</b>	R	<b>1</b>	
<b>Men's 3XL</b>	R	<b>1</b>	
<b>Branding 3 Colour Logos</b>	R	<b>15</b>	
<b>Branding Only : 1 Golf Shirt Supplied</b>	R	<b>1</b>	
<b>Delivery</b>	R		
<b>Other Costs - Specify</b>	R		
<b>Sub Total</b>			
<b>VAT 15%</b>			
<b>TOTAL</b>			

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)**

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
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DESCRIPTION	
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**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 ]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE
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**CAPACITY UNDER WHICH THIS BID IS SIGNED**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:      TECHNICAL INFORMATION MAY BE DIRECTED TO:**

DEPARTMENT	SCM	CONTACT PERSON	
CONTACT PERSON	VUYOLWETHU NOBATANA	TELEPHONE NUMBER	
TELEPHONE NUMBER	044 302 6595	FACSIMILE NUMBER	
E-MAIL ADDRESS	vnobatana@knysna.gov.za	E-MAIL ADDRESS	

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE</b>
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.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
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.
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.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/></span> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<p><b>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.</b></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:  
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CAPACITY UNDER WHICH THIS BID IS SIGNED:  
.....

DATE:

Full details of directors / trustees / members / shareholders.

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

.....  
**Contact number**