



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

Category: Printing and Educational

|   |  |
|---|--|
| <b>ADVERTISEMENT DATE:</b>                      | <b>05 April 2018</b>   |
| <b>QUOTATION NUMBER:</b>                        | <b>B774/2017/18</b>  |
| <b>DESCRIPTION OF GOODS/SERVICES:</b>           | <b>Design, print, manufacture and installation of six educational boards</b>   |
| <b>QUOTATION DOCUMENTS ARE OBTAINABLE FROM:</b> | Company : Knysna Municipality<br>Contact Person : Vuyolwethu Nobatana<br>Email : <a href="mailto:vnobatana@knysna.gov.za">vnobatana@knysna.gov.za</a><br>Tell : 044 302 6595   |
| <b>CLOSING DATE: TIME:</b>                      | <b>10 April 2018<br/>12h00</b>   |
| <b>SUBMISSIONS:</b>                             | Sealed quotations clearly marked, <b>"B774/2017/18 Design, print, manufacture and installation of six educational boards"</b> , can be submitted:<br>By hand to: Scm Dept.-Knysna Municipality<br>By email to: <b>vnobatana@knysna.gov.za</b><br><br>Contact person: Vuyolwethu Nobatana<br>Electronic bid documents must reach SCM office before the closing time |
| <b>COMPULSORY REQUIREMENTS:</b>                 | None   |
| <b>TECHNICAL ENQUIRIES:</b>                     | Company : Knysna Municipality<br>Contact Person : Pamela Booth<br>Email : <a href="mailto:pbooth@knysna.gov.za">pbooth@knysna.gov.za</a><br>Tell : 044 302 6317  |

**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.
- Bidders must provide at least two references with examples of similar work done.
- The municipality reserves the right not to accept any of the quotations.

**KAM 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](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)*

## **B774/2017/18 DESIGN, PRINT, MANUFACTURE AND INSTALLATION OF SIX EDUCATIONAL BOARDS:**

Knysna Municipality invites suitably experienced service providers to submit written quotations for the design, print, manufacture and installation of six educational information boards for the two Blue Flag Beaches, Brenton on Sea and Buffalo Bay. The requirements are as follows:

### **DESCRIPTION OF ITEM**

| <b>ITEM</b>                        | <b>SHORT DESCRIPTION</b>  | <b>QTY</b> | <b>Unit price</b> | <b>AMOUNT ( R ) EXCL VAT</b> |
|------------------------------------|---|------------|-------------------|------------------------------|
| 1                                  | <p>DESIGN:</p> <p>1. Birds of the Brenton Area<br/>2. Brenton Blue Butterfly<br/>3. Sustainable Transportation<br/>4. Pollution in Oceans and Waste Initiatives</p> <p>The design must have accurate and locally relevant information;<br/>The design must include pictures/photographs and be visually appealing and interesting;<br/>The provider must consult with the Environmental Management Department on information that must be displayed and final design.</p> | 4          |                   |                              |
| 2                                  | <p>PRINTING &amp; MANUFACTURING</p> <p>Single side board 1240mm x 840mm;<br/>Galvanized Chromadek Sheet;<br/>Full colour Gloss Vinyl printed &amp; applied to Chromadek;<br/>UV Liquid lamination to be included;<br/>Aluminium Frame 1240mm x 840mm.</p>   | 6          |                   |                              |
| 3                                  | <p>INSTALLATION</p> <p>Four (4) boards Installed at Brenton on Sea beach (Design 1, 2, 3 &amp; 4);<br/>Installed on existing timber poles;<br/>Old information boards must be removed.</p> <p>Two (2) boards installed at Buffalo Bay beach (Design 3 &amp; 4 only);<br/>Installed on new timber poles;<br/>Installed at least 1350mm above ground;<br/>Locations will be provided.</p>   | 6          |                   |                              |
| <b>Sub total</b>                   |   |            | <b>R</b>          |                              |
| <b>15% VAT (if VAT registered)</b> |   |            | <b>R</b>          |                              |
| <b>TOTAL</b>                       |   |            | <b>R</b>          |                              |

## INVITATION TO BID

|   |  |               |  |  |  |
|---|--|---------------|--|--|--|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>   |  |               |  |  |  |
| BID NUMBER:   |  | CLOSING DATE: |  | CLOSING TIME:  |  |
| DESCRIPTION   |  |               |  |  |  |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>   |  |               |  |  |  |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX<br>SITUATED AT (STREET ADDRESS)  |  |               |  |  |  |
|   |  |               |  |  |  |
|   |  |               |  |  |  |
| <b>SUPPLIER INFORMATION</b>   |  |               |  |  |  |
| 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<br><input type="checkbox"/> No                        |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                            |  |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |  |               |  |  |  |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[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   |  |               |  |  |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>  |  |               | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                         |  |  |
| DEPARTMENT  | SCM  |               | CONTACT PERSON   |  |  |
| CONTACT PERSON  | VUYOLWETHU NOBATANA  |               | TELEPHONE NUMBER   |  |  |
| TELEPHONE NUMBER  | 044 302 6595   |               | FACSIMILE NUMBER   |  |  |

## 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)?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <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>               |  |

**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:

Full details of directors / trustees / members / shareholders

**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 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 .....

4. Full details of directors / trustees / members / shareholders.

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

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

.....  
**Contact number**