



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)

ADVERTISEMENT DATE:	10 April 2018												
RFQ NUMBER:	B784/2017/18												
DESCRIPTION OF GOODS/SERVICES:	SUPPLY AND DELIVERY OF MUNICIPALITY VEHICLE DECALS												
RFQ DOCUMENTS ARE OBTAINABLE FROM:	<table> <tr> <td>Company</td> <td>Knysna Municipality</td> </tr> <tr> <td>Contact Person</td> <td>Nombulelo Dliso</td> </tr> <tr> <td>Email</td> <td>ndliso@knysna.gov.za</td> </tr> <tr> <td>Tel no</td> <td>044 302 6438</td> </tr> </table>	Company	Knysna Municipality	Contact Person	Nombulelo Dliso	Email	ndliso@knysna.gov.za	Tel no	044 302 6438				
Company	Knysna Municipality												
Contact Person	Nombulelo Dliso												
Email	ndliso@knysna.gov.za												
Tel no	044 302 6438												
CLOSING DATE: TIME:	Friday 13 April 2018 12h00												
SUBMISSIONS:	<p>Sealed quotations clearly marked, "B784/2017/18 KNYSNA MUNICIPALITY VEHICLE DECALS", can be submitted:</p> <p>By hand to: SCM Department, Knysna Municipality</p> <p>By email to: ndliso@knysna.gov.za</p> <p>Contact person: Nombulelo Dliso (Tel: 044 302 6438) Electronic bid documents must reach the SCM office before the closing time.</p>												
COMPULSORY REQUIREMENTS:	KMBD 6.1 should be signed and attached to the proposal												
TECHNICAL ENQUIRIES:	<table> <tr> <td>Department</td> <td>:</td> <td>Municipal Stores</td> </tr> <tr> <td>Contact Person</td> <td>:</td> <td>Rudi Bouwer</td> </tr> <tr> <td>Email</td> <td>:</td> <td>rbouwer@knysna.gov.za</td> </tr> <tr> <td>Tel</td> <td>:</td> <td>044 302 6378</td> </tr> </table>	Department	:	Municipal Stores	Contact Person	:	Rudi Bouwer	Email	:	rbouwer@knysna.gov.za	Tel	:	044 302 6378
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Tel	:	044 302 6378											

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.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
- 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.
- Attached KMBD 4 document must be completed.
- Status of Municipal accounts must be submitted
- Bidders must insist on an official order number.
- Only an official order will bind the Council

KAM CHETTY
MUNICIPAL MANAGER

CLYDE STREET | KNYSNA

B784/2017/18

REQUEST FOR QUOTATION: VEHICLE DECALS

Knysna Municipality invites relevant and experienced service providers to submit written quotations for the supply and deliver of Vehicle Decals within the following specifications:

- White Vinyl Stickers
- With UV Coating
- Full colour print
- Dimensions 300mm (wide) x 240mm (high)

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
Vehicle Decals	R	200	
Delivery	R		
Other Costs - Specify	R		
Sub Total			
VAT 15%			
TOTAL			

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	B784/2017/18	CLOSING DATE:	13 April 2018	CLOSING TIME:	12:00
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	SCM	CONTACT PERSON	Rudie Bouwer
CONTACT PERSON	Nombulelo	TELEPHONE NUMBER	044 3026378
TELEPHONE NUMBER	044 3026438	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	rbouwer@knysna.gov.za
E-MAIL ADDRESS	ndliso@knysna.gov.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
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.
2. TAX COMPLIANCE REQUIREMENTS	
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.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
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
<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:

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CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

