



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

Category: **Catering**

ADVERTISEMENT DATE:	17 April 2018
QUOTATION NUMBER:	B806/2017/18
DESCRIPTION OF GOODS/SERVICES:	Provide catering for a training that will take place at Knysna Town Library from the 23-26 April 2018 for 30 people.
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company : Knysna Municipality Contact Person : Phindiswa Mseleni Email : pmseleni@knysna.gov.za Tell : 044 302 6269
CLOSING DATE: TIME:	20 April 2018 12:00
SUBMISSIONS:	Sealed quotations clearly marked, “B806/2017/18: Provide catering for a training that will take place at Knysna Town Library” , can be submitted: By hand to: Scm Dept-Knysna Municipality By email to: pmseleni@knysna.gov.za Contact person: Phindiswa Mseleni Electronic bid documents must reach SCM office before the closing time
COMPULSORY REQUIREMENTS:	Eden district municipality Health certificate
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Ntombekhaya Sibali Email : nsibali@knysna.gov.za Tell : 044 302 6359

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.

MUNICIPAL MANAGER
K Chetty

CLYDE STREET | KNYSNA



**B806/2017/18: Provide catering for a training that will take place at Knysna Town library
From the 23-26 April 2018 for 30 people**

Specifications:

Cater must be at the venue from 9:00 am

Please Provide: Urn for boiled water and 30 cups for tea or coffee and teaspoons
Bottled Water: 30 everyday

Venue must be cleared with catering equipment asap after servings

<u>DAY</u>	<u>TEA TIME</u>	<u>LUNCH TIME</u>
Day 1	Tea/Coffee/Sandwiches	Chicken and red meat and Rice ,2 vegetables, Juice and coffee/tea
Day 2	Tea/Coffee/Scone	Lazzania and green salad and juice
Day 3	Tea/Coffee/muffin	Fish and chips and 2 roll and juice
Day 4	Tea / Coffee/Scone	15 Chicken and 15 Beef Burger with chips, juices

Pricing Schedule:

ITEM	SHORT DESCRIPTION	QTY	UNIT PRICE	AMOUNT (R) EXCL VAT
1.	Menu-Please refer to specification above	30		
2.	Urn and Cups and teaspoons			
Sub total			R	
15% VAT (if VAT registered)			R	
TOTAL			R	

INVITATION TO BID

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

BID NUMBER:	B806/2017/18	CLOSING DATE:	20 April 2018	CLOSING TIME:	12:00
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DESCRIPTION	<p>Provide catering for a training that will take place at Knysna Town Library from the 23-26 April 2018 for 30 people.</p>
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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]
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	Ntombekhaya
CONTACT PERSON	Phindiswa	TELEPHONE NUMBER	044 302 6359
TELEPHONE NUMBER	044 302 6269	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	nsibali@knysna.gov.za
E-MAIL ADDRESS	pmseleni@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

