



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

Category: **Servicing of lift: Knysna library**

ADVERTISEMENT DATE:	02 May 2018
QUOTATION NUMBER:	B837/2017/18
DESCRIPTION OF GOODS/SERVICES:	Servicing of lift: Knysna library
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company : Knysna Municipality Contact Person : Nadia Majola Email : nmajola@knysna.gov.za Tell : 044 3026509
CLOSING DATE: TIME:	04 May 2018 12h00
SUBMISSIONS:	Sealed quotations clearly marked, " B837/2017/18 - Servicing of lift: Knysna library ", can be submitted: By hand to: Scm Dept-Knysna Municipality By email to: nmajola@knysna.gov.za Contact person: Nadia Majola Electronic bid documents must reach SCM office before the closing time
COMPULSORY REQUIREMENTS:	None
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Xola Frans Email : xolfrans@knysna.gov.za Tell : 044 3026303

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



B837/2017/18 - Servicing of lift: Knysna library

Qualifying bidders are hereby invited to submit bids for the servicing of the Knysna library lift for a period of 4 months.

SCOPE OF WORK:

The scope of work will include but not limited to the servicing of the following:

ITEM	Indicate ability to fulfil with a tick		ITEM	Indicate ability to fulfil with a tick	
	Can fulfil	Cannot fulfil		Can fulfil	Cannot fulfil
BRAKE			CAR DOOR SAFTEY FEATURES		
SAFTEY GEAR			LANDING DOOR CLOSERS		
CAR GATE CONTACT			TRAILING CABLE		
FLOATING CAR GATE CONTACT			KEY SWITCHES		
OVERRUN LIMIT (UPPER LEVEL)			STOPPING LIMIT SWITCHES		
ROPE DRUM FIXING			DIVERTOR SHEAVES & LUBRICATION		
LANDING DOOR SILLS AND TRACKS			DOOR SHOES		
LANDING DOOR LOCKS			LIGHT FITTING IN CAR		
MOTOR FIXINGS			MAXIMUM LOAD NOTICE		
GEAR BOX FIXINGZ			CONTROL PANEL CONNECTIONS & OPERAIONS		
LANDING ARCHITRAVES			EARTH OF INSTALLATION		
SLACK ROPE SWITCH			ALARM AND EMERGENCY LIGHT		
CAR DOOR DRIVE			GUARDS FOR MOVING PARTS		
LANDING & CAR DOOR PANELS			GUIDE SHOES		

B837/2017/18 - Servicing of lift: Knysna library

<u>PRICING SCHEDULE</u>		
Servicing of lift: Knysna library	<u>Price</u>	
	<u>VAT</u>	
	<u>Total(incl)</u>	



The name of the Tenderer:			
The name of the Contact person:			
Physical address of the Tenderer:			
		Postal Code:	
Postal address of the Tenderer:			
		Postal Code:	
Cellular number:			
Telephone number:			
Facsimile:			
E-mail address:			

KMBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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, hareholder²):

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.

.....

¹MSCM 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.

² 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.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

.....
Contact number