



Knysna Municipality is inviting quotations from suitable service providers for the services described below. Category: Professional Services

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

<b>ADVERTISEMENT DATE:</b>	20 February 2017
<b>RFQ NUMBER:</b>	<b>C 184/2016/17</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>Expert to assist with the Recruitment and selection process of the Director Corporate Services</b>
<b>RFQ DOCUMENTS ARE OBTAINABLE FROM:</b>	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: <a href="http://www.knysna.gov.za">www.knysna.gov.za</a> (Council adverts >Quotations)
<b>CLOSING DATE: TIME:</b>	<b>Thursday, 23 February 2017 12:00</b>
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, " <b>C 184/2016/17: Expert to assist with the Recruitment and selection process of the Director Corporate Services</b> ", can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: <a href="mailto:procurement@knysna.gov.za">procurement@knysna.gov.za</a>  Contact person: Nombulelo Mlisana (Tel: 044 302 6438) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
<b>COMPULSORY REQUIREMENTS:</b>	
<b>TECHNICAL ENQUIRIES:</b>	Contact Person : Luline Phillips Email : <a href="mailto:lphillips@knysna.gov.za">lphillips@knysna.gov.za</a> Tell : 044 382 6307

**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.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
- 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
- Only an Official order and appointment letter will bind the Council.

**ACTING MUNICIPAL MANAGER  
J B DOUGLAS**

*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)*



## **C184/2016/17: Expert to assist with the recruitment and selection process of the Director Corporate Services**

A suitably qualified (EXPERT) and experienced service provider is required to assist with the recruitment and selection process of the Director Corporate Services.

### **Requirements:**

- Good knowledge and understanding of relevant policies and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge of corporate support services, including:
  - Human capital management
  - Legal Services
  - Facilities Management
  - Information communication technology; and
  - Council support
- Good governance
- Labour Relations Act, and other labour-related prescripts
- Legal Background and human capital management;

### **Evaluation**

All bids will be evaluated by a panel on basis of functionality (100%). The points scored for functionality will not be carried over to price, but will only be used as a gate keeping exercise.

### **Point's allocation for functionality**

- Provide years of experience in local government as a Director Corporate Services or in a similar position in other government sectors. (CV must be attached) (20) points
- List of contactable references of similar municipal services previously done. Reference checking will be conducted. The prior appointments must be in the company's/ bidder's name. (15) points
- Relevant qualification of company/owner (expert) or service provider that will assists with the process.(15)

## Evaluation Schedule

\*\*\* (Your pricing schedule will not be considered if this table is not completed)

<b>Criteria</b>	<b>Scoring criteria</b>	<b>Points Claimed</b>	<b>Answer</b> (Also indicate in the document where the evidence of this can be found)
Provide years of experience in local government as a Director Corporate Services or in a similar position in other government sectors. (CV must be attached)	Years 1 - 2 (5) 3 - 6 (15) 7 + (20)		
Provide a list of contactable references of similar municipal services previously provided in the name of the company or service provider submitting this bid. Reference checking will be conducted. The prior appointments must be in the company's (bidders) name.	1 - 2 refs (5) 3 - 4 refs (10) 5+ refs (15)		
Relevant qualification of service provider that will assist with the process (Proof must be attached). <ul style="list-style-type: none"><li>• NQF 7 in related field</li></ul>	Degree (15)		
<b>Total</b>	<b>50</b>		

***Tenderers must achieve a minimum of 40 points in order to qualify for further evaluation on price and preference points.***

**PRICING SCHEDULE**

Description	Rate per hour
<b>Expert to assist with the Recruitment &amp; Selection of the Director Corporate Services</b> <b>This price must include ALL EXPENSES e.g. admin, travelling and subsistence.</b>	R
Vat (if Vat registered)	R
Total	R

### Contact Details of Tenderer

Knysna Municipality Supplier number	
CSD Supplier number	
CSD Unique Registration Reference Number	
The name of the Tenderer:	
The name of the contact person:	
The address of the Tenderer:	
Telephone:	
Facsimile:	
E-mail:	
Address (physical):	
Address (postal):	
Signature:	
Date:	

**MBD 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: _____ _____		
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 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: _____ _____		

<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.

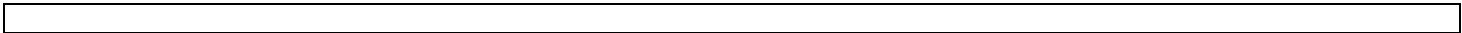
<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

4.	Full details of directors / trustees/ members / shareholders:		
	Full Name	Identity Number	State Employee Number

5. I, the undersigned (name) \_\_\_\_\_, certify that the information furnished in paragraphs 3 and 4 above is correct.

I accept that the state may act against me should this declaration prove to be false.

Name of Bidder		Date	
Signature		Capacity	





## 11. MDB 15 – Certificate for Payment of Municipal Services

**NAME OF THE BIDDER:** \_\_\_\_\_

**FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:**

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

**NB:** Please attach certified copy (ies) of ID document(s)

I, \_\_\_\_\_,

(Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a **Municipality** in respect of which payment is overdue for more than 30 days;

**THUS DONE AND SIGNED** for and on behalf of the Bidder, at \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE:		NAME (PRINT):	
CAPACITY:		NAME OF FIRM:	

**For office use (comments):**