



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

Category: Furniture Removal

<b>ADVERTISEMENT DATE:</b>	04 October 2016
<b>QUOTATION NUMBER:</b>	<b>C114/2016/17</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>SUPPLY OF FURNITURE REMOVAL FROM CAPE TOWN TO KNYSNA</b>
<b>QUOTATION DOCUMENTS ARE OBTAINABLE FROM:</b>	Company : Knysna Municipality Contact Person : Nombulelo Mlisana Email : <a href="mailto:nmlisana@knysna.gov.za">nmlisana@knysna.gov.za</a> Tell : 044 3026438
<b>CLOSING DATE: TIME:</b>	<b>06 Thursday 2016 12h00</b>
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, <b>"SUPPLY OF FURNITURE REMOVAL FROM CAPE TOWN TO KNYSNA"</b> , can be submitted: By hand to: Scm Dept-Knysna Municipality By email to: <a href="mailto:nmlisana@knysna.gov.za">nmlisana@knysna.gov.za</a>  Contact person: Nombulelo Mlisana Electronic bid documents must reach SCM office before the closing time
<b>COMPULSORY REQUIREMENTS:</b>	<b>Indemnity Insurance cover in force</b>
<b>TECHNICAL ENQUIRIES:</b>	Company : Knysna Municipality Contact Person : Wendy Gomo Email : <a href="mailto:wgomo@knysna.gov.za">wgomo@knysna.gov.za</a> Tell : 044 3026486

**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.

**CFB MATTHEUS**  
ACTING MUNICIPAL MANAGER

**CLYDE STREET**  
**"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)*



**C 114/2016/17: SUPPLY OF FURNITURE REMOVAL FROM CAPE TOWN TO KNYSNA**

**SPECIFICATIONS**

**SUPPLY OF FURNITURE REMOVAL FROM CAPE TOWN TO KNYSNA**

**DATE OF REMOVAL SERVICE: Between Friday 25 November 2016 and Tuesday 29 November 2016**

**Address: From Sunningdale, 7441, Cape Town (address to be supplied to successful bidder)**

**Delivery To: The Heads, Knysna (address to be supplied to successful bidder)**

**CONTENTS OF REMOVAL**

<b>Item</b>	<b>Quantity</b>	<b>Measurement</b>
Queen bed base and mattress	1	N/A
Single bed bases and mattresses	3	N/A
Dining room table	1	L: 150cm, W: 90cm H:74cm
Toddler bed base and mattress	1	L: 135cm, W: 72cm, H: 45cm
Towel stand	1	L: 68cm, W: 30cm, H: 86cm
Toy box	1	L: 55cm, W: 36cm, H: 35cm
Dining room/other chairs	8	N/A
Lounge Couch	1 (detachable / 2 piece)	1: L: 140cm, W: 76cm, H: 84cm 2: L: 140cm, W: 52cm, H: 84cm
Lounge Chairs	1	L: 75cm, W: 65cm, H: 95cm
Coffee Table	1	L: 120cm, W: 50cm, H: 45cm
Sideboard	1	L: 150cm, W: 45cm, H: 85cm
Chest of drawers	2	L: 66cm, W: 52cm, H: 130cm
Book shelves	4	L: 80cm, W: 30cm, H: 168cm
Televisions	2	1 x 36 inch (packaging required) 1 x 32 inch (packaging required)
Desk	1	L: 100cm, W: 46cm, H: 75cm
Bedside Tables	4	Approx L: 37cm, W: 37cm, H: 47cm
Washing Machine	1	N/A
Tumble Dryer	1	N/A
Dishwasher	1	N/A
Spindle Spin Dryer	1	L: 32cm, W: 32cm, H: 60cm
Bar Fridge	1	L: 46cm, W: 46cm, H: 82cm
Double Door Fridge	1	L: 84cm, W: 67cm, H: 168cm
Microwave	1	N/A
Laundry Basket	2	Approx L: 45cm, W: 45cm, H: 63cm
Wicker Basket	1	Approx L: 70cm, W: 45cm, H: 35cm
Toy Kitchen	1	L: 70cm, W: 30cm, H: 100cm
Golf Clubs	1	N/A
Carpets	3	Approx L: 230cm, W: 170cm

Paintings	6	Approx L: 160cm, W: 86cm
Bicycles	3	N/A
Foldable Bicycle Trailer	1	L: 100cm, W: 57cm, H: 30cm
Packed Inflatable Boat	1	L: 110cm, W: 60cm, H: 40cm
Boxed Outboard Motor	1	L: 100cm, W: 45cm, H: 30cm
Cooler Boxes	2	L: 55cm, W: 35cm, H: 40cm
Garage Shelving	6	2 x L: 84cm, W: 40cm, H: 184cm 4 x L: 76cm, W: 38cm, H: 150cm
Garden Weed Eater	1	N/A
Ladder	1	L: 180cm
Surfboard	1	7 ft 6 inches
Guitar in case	1	N/A
Boxes (Packed with household items)	60	N/A

### **SPECIAL REQUIREMENTS & CONDITIONS**

1. **Collection and delivery address to be supplied to successful bidder**
2. **Same day delivery is not required but quotes must indicate storage fees (if applicable)**
3. **The delivery location at The Heads may not be accessible for large, articulated trucks**
4. **Quotes must include insurance. Insurable value of goods is R250 000.00**



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

**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.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

.....  
**Contact number**