



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

<b>ADVERTISEMENT DATE:</b>	<b>28 November 2016</b>
<b>QUOTATION NUMBER:</b>	<b>C143/2016/17</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>COORDINATING CORPORATE EVENT</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>Thursday 01 December 2016 12h00</b>
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, <b>“Coordinating Corporate Event ”</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>None</b>
<b>TECHNICAL ENQUIRIES:</b>	Company : Knysna Municipality Contact Person : Christopher Bezuidenhoudt Email : <a href="mailto:cbezuidenhoudt@knysna.gov.za">cbezuidenhoudt@knysna.gov.za</a> Tell : 044 3026381

**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.

**B Ellman**  
**ACTING MUNICIPAL MANAGER**

**CLYDE STREET | KNYSNA**  
**“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)*



## **REQUEST FOR QUOTATION:**

### **COORDINATING CORPORATE EVENT**

Knysna Municipality invites suitably qualified service providers to submit written quotations for the coordination of a corporate municipal event.

The details are as follows:

**Date:** Friday 16 December 2016

**Time:** 15h00 – 20h00

**Event:** Switch on of Festive Lights & Variety Concert

**Venue:** Knysna Main Road

The successful bidder will be responsible:

- To source and appoint a variety of local musicians, singers, dancers and choirs from within the Greater Knysna municipal area, to perform at the event;
- To screen and evaluate artists before completing the final line up;
- To present the draft line up to the Office of the Executive Mayor for final approval;
- To coordinate all logistical arrangements, i.e. sound, mixing equipment, etc.
- To coordinate the event on the day ensuring that it runs smoothly, and most importantly on time.

Please note that this event will form part of the Street Market of same day, time and venue. The successful bidder will work closely with event coordinators of the Street Market.

#### **Pricing:**

- The bidder's price must be fully inclusive and each item must be clearly specified.
- All additional costs must be clearly specified and included in the total bid price (e.g. transport, labour, etc.).
- All prices must be VAT inclusive.
- The Bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.

Bidders must provide at least two written testimonials or references for similar work done.

## DESCRIPTION OF ITEM

<b>COORDINATING CORPORATE EVENT</b>			
<b>ITEM</b>	<b>SHORT DESCRIPTION</b>	<b>Unit price</b>	<b>AMOUNT ( R ) EXCL VAT</b>
1	Coordinating Corporate Event		
2	Other costs (Must be clearly specified)		
<b>Sub total</b>		<b>R</b>	
<b>14% VAT (if VAT registered)</b>		<b>R</b>	
<b>TOTAL</b>		<b>R</b>	



<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**