

Knysna Municipality is inviting quotations from suitable suppliers for the goods described below. Category – Hire charges

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



ADVERTISEMENT DATE:	17 January 2017
RFQ NUMBER:	C160 2016/17
DESCRIPTION OF GOODS/SERVICES:	HIRE OF PEDESTRIAN ROLLERS
RFQ DOCUMENTS ARE OBTAINABLE FROM:	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Council adverts >Quotations)
CLOSING DATE: TIME:	Thursday, 19 January 2017 12:00
SUBMISSIONS:	Sealed quotations clearly marked, “C121 2016/17: Hire of Pedestrian Rollers for the period of 15 days ” , can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: procurement@knysna.gov.za Contact person: Nombulelo Mlisana (Tel: 044 302 6438) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
COMPULSORY REQUIREMENTS:	None
TECHNICAL ENQUIRIES:	Contact Person : Monique Sass Email : msass@knysna.gov.za Tell : 044 302 6367

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.

**ACTING MUNICIPAL MANAGER
J 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 – 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



C160/2016/17

SPECIFICATIONS

HIRE OF PEDESTRIAN ROLLERS (4)

The following will apply:

1. Hire of 650Kg Walk behind Rollers
2. Only quotations from direct Service providers (Hire companies) will be considered.
3. The plants will be collected as the need arises.
4. Service providers will be required to submit Price lists for full day and half day rates.
5. Prices must be inclusive of VAT.
6. Service providers will be required to submit monthly statements of available funds left on order to the relevant department being Public Works as well as the creditors section. No over expenditure of orders will be paid. Service providers will be liable for overspent monies on orders.
7. The Municipality may visit each proposed service provider before acceptance of any offers.

PRICING SCHEDULE

Description	Quantity	Price
Hire of 4 Pedestrian Rollers 650Kg for a period of 15 days	4	
	Subtotal	R
	Vat(if Vat registered)	R
	Total	R

Contact Details of Tenderer

The name of the Tenderer is

The name of the contact person is

The address of the Tenderer is:

Telephone: _____

Facsimile: _____

E-mail: _____

Address (physical): _____

Address (postal): _____

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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