



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

Category: Supply of Newspapers

ADVERTISEMENT DATE:	02 August 2016
QUOTATION NUMBER:	C78/2016/17
DESCRIPTION OF GOODS/SERVICES:	SUPPLY OF NEWSPAPERS
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company : Knysna Municipality Contact Person : Nombulelo Mlisana Email : nmlisana@knysna.gov.za Tell : 044 3026438
CLOSING DATE: TIME:	Friday, 5 August 2016 12h00
SUBMISSIONS:	Sealed quotations clearly marked, “Supply of Daily and Weekend Newspapers to Knysna Municipal Libraries ” , can be submitted: By hand to: Scm Dept-Knysna Municipality By email to: nmlisana@knysna.gov.za Contact person: Nombulelo Mlisana Electronic bid documents must reach SCM office before the closing time
COMPULSORY REQUIREMENTS:	None
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Xola Frans Email : xfrans@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.

**GS EASTON
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 – 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



C 78/2016/17: Supply of Daily and Weekend Newspapers

SPECIFICATIONS

SUPPLY OF DAILY AND WEEKEND NEWSPAPERS TO KNYSNA MUNICIPAL LIBRARIES

<u>Supply of newspapers from August 2016- July 2017</u>		
Newspaper	Quantity	Edition
Die Burger	819	N/A
The EP Herald	819	N/A
Cape Times	819	N/A
Saturday Burger	170	N/A
Weekend Post	111	N/A
Sunday Times	229	N/A

SPECIAL REQUIREMENTS & CONDITIONS

1. Suppliers will be required to invoice the Municipality on actual newspapers supplied.
2. The Municipality will be credited for newspapers not supplied.
3. The bidding price will be regarded as indicative as the Municipality will be invoiced per stipulation in 1 & 2 above.
4. Library Staff will collect the newspapers from the supplier.
5. All daily newspapers must be supplied before midday on the day of publication. No late supplies will be accepted.
6. Sunday editions will be collected on the Monday or the first working day if Monday is a public holiday. Suppliers will be required keep copies for the library.
7. The supplier may invoice the municipality fortnightly, monthly OR quarterly after the newspapers have been supplied. The municipality will not be able to pay on delivery.

DESCRIPTION OF ITEM

Pricing Schedule

Supply of newspapers from August 2016- July 2017			
Newspaper	Quantity	Unit Price	Total Amount
Die Burger	819		
The Herald	819		
Cape Times	819		
Saturday Burger	170		
Weekend Post	111		
Sunday Times	229		
Annual Grand Total (VAT Inclusive)		Vat: R	
		R	



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

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