



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

Category: Contractors

<b>ADVERTISEMENT DATE:</b>	31 August 2016
<b>QUOTATION NUMBER:</b>	<b>C89/2016/17</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>CLEANING OF THE ROOF AND YARD</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>	05 September 2016 12h00
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, “ <b>cleaning of the Knysna Library’s roof and yard</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>Compulsory site meeting will be held on Friday 10:00 on site</b>
<b>TECHNICAL ENQUIRIES:</b>	Company : Knysna Municipality Contact Person : Xola Frans Email : <a href="mailto:xolfrans@knysna.gov.za">xolfrans@knysna.gov.za</a> 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](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)*



## **Sweeping of the Knysna Library's roof and forecourt**

### **SPECIFICATIONS**

1. The roof, gutters and channels must be swept and all foreign objects removed twice per month (first and last week of every month OR as directed by the Senior Librarian).
2. The forecourt must be swept and night soil removed at least once per week, preferably on a Monday OR as directed by the Senior Librarian.

### **SPECIAL REQUIREMENTS & CONDITIONS**

1. Suppliers will be required to invoice the Municipality on actual job done.
2. The supplier may invoice the municipality fortnightly, monthly OR quarterly after the work indicated above is done for that week or month.
3. The unit price is the cost of work done per week (please complete).

<b>PRICING SCHEDULE</b>			
<b>Activity</b>	<b>Unit price</b>	<b>Quantity</b>	<b>PRICE</b>
1. Sweeping of gutters and roof including removal of foreign objects.		<b>X 20</b>	
2. Sweeping of forecourt and & removal of night soil		<b>X 40</b>	

### **HEALTH AND SAFETY CERTIFICATES**

- (i) A detailed health & safety plan must be drawn up to indicate how your employees and the public will be safeguarded.
- (ii) Proof of contribution to workmen's compensation must be attached.



<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 director's 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

.....  
**Contact number**