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

**Category:** Training

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>07 July 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>B011/2017/18</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>Knysna Municipality wishes to enter into a contract with a suitably accredited service provider for the presentation of a specific accredited Occupationally Directed program: Principles of Advanced Law Enforcement for 8 Professional Municipal staff NQF 6</td>
</tr>
<tr>
<td>QUOTATION DOCUMENTS ARE OBTAINABLE FROM:</td>
<td>Company: Knysna Municipality, Contact Person: Vuyolwethu Nobatana, Email: <a href="mailto:vnobatana@knysna.gov.za">vnobatana@knysna.gov.za</a>, Tel: 044 3026438</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>12 July 2017</td>
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<tr>
<td>TIME:</td>
<td>12h00</td>
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<tr>
<td>SUBMISSIONS:</td>
<td>Sealed quotations clearly marked, “Principles of Advanced Law Enforcement for Professional Municipal staff NQF 6”, can be submitted: By hand to: Scm Dept.-Knysna Municipality, By email to: <a href="mailto:vnobatana@knysna.gov.za">vnobatana@knysna.gov.za</a></td>
</tr>
<tr>
<td>COMPULSORY REQUIREMENTS:</td>
<td>Only Seta accredited Training Providers</td>
</tr>
<tr>
<td>TECHNICAL ENQUIRIES:</td>
<td>Company: Knysna Municipality, Contact Person: Zukile Kala, Email: <a href="mailto:zkala@knysna.gov.za">zkala@knysna.gov.za</a>, Tel: 044 302 6462</td>
</tr>
</tbody>
</table>

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.
- Quotations must be submitted on the official document from Knysna Municipality.
- No deposit will be payable.
- Only an official order will bind the Council.
- Complete this document.

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**CHEM KETTY**
**MUNICIPAL MANAGER**

**CLYDE STREET | KNYSNA**

“WHERE PEOPLE AND NATURE PROSPER”

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*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: nmilisana@knysna.gov.za*
B011-2017/18: Principles of Advanced Law Enforcement for Professional Municipal staff NQF 6

Specification

2.1.1 Background
Knysna Municipality wishes to enter into a contract with a suitably accredited service provider for the presentation of a specific accredited Occupationally Directed program:
Principles of Advanced Law Enforcement for Professional Municipal staff NQF 6

2.1.2 Entrance requirements
An NQF level 5 qualification is necessary and at least 3 years working experience in local government.

2.1.3 Course objective
The purpose of this course is to ensure compliance with National, Provincial and Municipal legislation applicable to their functions as well as the implementation of administrative, civil and criminal enforcement measures available.

2.1.4 Course Outline
✓ Local government and law enforcement
✓ Administrative and civil enforcement
✓ Administrative fines in terms of section 24G of NEMA
✓ Criminal enforcement
✓ Interpretation of legislation
✓ The powers & functions, empowering provisions and most common transgressions in respect of the following officials:
  • Town Planners
  • Building control officers
  • Chief Fire Officers
  • Environmental Managers

2.1.4 Target Audience
Town Planners, Building Control Officers, Fire Chiefs and Environmental Managers.

2.1.5 Duration
The training must be completed in 3 days.

2.1.6 Language
Training must be presented in English

2.1.7 Methodology
➢ Facilitation and Lectures
➢ Case Studies
➢ Role Play
➢ Practical Focus on competency

2.1.8 SETA Certificate Accreditation
A certified copy of the Bidders SETA accreditation Certificate must accompany the bid documents. If the requested certified copy does not accompany the bid documents of the bidder, the municipality reserves the right to reject the bid.
2.1.9 Certification
Certification of delegates when competent

2.1.10 Pricing
➢ A unit rate per trainee should be provided.
➢ The price should include all costs (i.e. training material, stationery, etc.)
➢ Prices must include VAT
➢ The supplier shall furnish the Municipality with an original detailed invoice.

2.1.11 Other
The successful bidder will be required to sign a Service level Agreement with the Municipality.

Pricing schedule

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SHORT DESCRIPTION</th>
<th>QTY</th>
<th>Unit price</th>
<th>AMOUNT ( R ) EXCL VAT</th>
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<tbody>
<tr>
<td>1</td>
<td>Course Outline</td>
<td>8</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Material &amp; Stationery</td>
<td>8</td>
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<td></td>
<td>Sub total</td>
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<td></td>
<td>14% VAT (if VAT registered)</td>
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<td>TOTAL</td>
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<td><strong>The name of the Tenderer:</strong></td>
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<td><strong>The name of the Contact person:</strong></td>
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<td><strong>Physical address of the Tenderer:</strong></td>
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<td>Postal Code:</td>
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<td><strong>Postal address of the Tenderer:</strong></td>
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<td><strong>Facsimile:</strong></td>
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<td><strong>E-mail address:</strong></td>
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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, shareholder²): .................................

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. ..................................................................................................

³MSCM 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 ..........................................................  
   ...........................................................................................................

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
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<tbody>
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Signature                                                                Date
…………………………………………………………………………………………

Capacity                                                                  Name of Bidder
…………………………………………………………………………………………

Contact number