



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

Category: **COMMUNICATION**

ADVERTISEMENT DATE:	16 August 2017
QUOTATION NUMBER:	B156/2017/18
DESCRIPTION OF GOODS/SERVICES:	Communication
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company : Knysna Municipality Contact Person : Sisanda Sihoyiya Email : ssihoyiya@knysna.gov.za Tell : 044 3026269
CLOSING DATE: TIME:	18 AUGUST 2017 12h00
SUBMISSIONS:	Sealed quotations clearly marked, " Communication " can be submitted: By hand to: Scm Dept.-Knysna Municipality By email to: ssihoyiya@knysna.gov.za Contact person: Sisanda Sihoyiya Electronic bid documents must reach SCM office before the closing time
COMPULSORY REQUIREMENTS:	Complete the document
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Christopher Bezuidenhoudt Email : cbezuidenhoudt@knysna.gov.za Tell : 044 302 6381

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.
- The department has bench mark will consider fifteen percent below and fifteen percent above.

**Kam Chetty
MUNICIPAL MANAGER**

CLYDE STREET | KNYSNA
"INCLUSIVE, INNOVATIVE, INSPIRED"

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



Specifications: Communications Support.

OFFICE OF THE MUNICIPAL MANAGER
RFQ NO:B156/2017/18
REQUEST FOR QUOTATION: COMMUNICATIONS SUPPORT

The Knysna Municipality invites qualified, experienced and specialised communication practitioners on whom it can rely to submit written quotations within the following specifications:

- Provision of communications support for Department Communication and Customer Relations including but not limited to:
 - Information gathering and writing of articles for newsletters and other media
 - Information gathering and writing of speeches and press releases
 - Copywriting for the purposes of website population, advertising and related fields.
 - Taking of photographs
 - Social media
 - Translation into at least two of the official languages of the Western Cape
 - Research and media monitoring
 - Mentoring
- Strong writing skills in at least two official languages of the Western Cape will be the utmost consideration and for the purposes of implementing the contract, service providers will be tested as part of the process.
- Applicable time period 21 August 2017 to 22 September 2017.
- Emphasis will be placed on:
 - Price;
 - Quality of previous work;
 - Bidders must submit examples of similar work done;
 - Bidders must provide contactable references;
 - Relevant Experience in Communications;
 - Meeting of deadlines, and
 - Confidential treatment of the required services.

Evaluation

All bids will be evaluated by a panel on basis of functionality (100%) and Price. The points scored for functionality will not be carried over to price, but will only be used as a gate keeping exercise.

With regard to functionality the following criteria will be applicable and the maximum weighting of each criterion is indicated in brackets:

- Quality of Previous Work; (30)
- Relevant Experience (30)

FUNCTIONALITY

This table must be completed before pricing will be considered.

FUNCTIONAL AREA	POINTS CLAIMED (to be completed by bidder)	POINTS SCORED
1. Quality of Previous Work [30] 1 Reference 10 points 2 References 20 points 3 References 30 points (Attach proof of evidence: Contactable reference & Examples of Work done)		
2. Relevant Experience [30] 1 – 2 Years 10 points 3 – 4 Years 20 points 5+ years 30 points (Attach proof of evidence: CV)		
TOTAL [60]		

A bidder that scores less than 40 points out of 60 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.

PRICING SCHEDULE

Description	Price / Excl. Vat
Communications Support – Price for period 21 August – 22 September 2017	
Vat (if Vat registered)	
Total	



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 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