



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

Category: **Move of furniture**

<b>ADVERTISEMENT DATE:</b>	<b>31 August 2018</b>
<b>QUOTATION NUMBER:</b>	<b>B157/2018/19</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>Move of furniture and equipment, Office of the CFO</b>
<b>QUOTATION DOCUMENTS ARE OBTAINABLE FROM:</b>	Company : Knysna Municipality Contact Person : Nadia Majola Email : <a href="mailto:nmajola@knysna.gov.za">nmajola@knysna.gov.za</a> Tell : 044 302 6509
<b>CLOSING DATE: TIME:</b>	<b>04 September 2018 12H00</b>
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, " <b>B157/2018/19 – Move of furniture and equipment – Office of the CFO ; Finance Dept</b> ", can be submitted: By hand to: Scm Dept-Knysna Municipality By email to: <a href="mailto:nmajola@knysna.gov.za">nmajola@knysna.gov.za</a>  Contact person: Nadia Majola Electronic bid documents must reach SCM office before the closing time
<b>COMPULSORY REQUIREMENTS:</b>	None
<b>TECHNICAL ENQUIRIES:</b>	Company : Knysna Municipality Contact Person : Fredri Kruger Email : <a href="mailto:fkruger@knysna.gov.za">fkruger@knysna.gov.za</a> Tell : 044 302 6229

**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.

**J. DOUGLAS**  
ACTING MUNICIPAL MANAGER

**CLYDE STREET | KNYNSNA**



**B157/2018/19**

**Move of furniture and equipment, Office of the CFO – Finance Department**

**SCOPE OF WORKS:**

1. The service provider must move all furniture and equipment of the Office of the CFO to the first office on your right – same floor (next to the the entrance) upstairs in Finance building.
2. The service provider must move all furniture and equipment of the previous said office to the office next to it (second office on the right) in Finance building.
3. Extra care must be taken with movement of municipal assets to not damage it.

**1. EVALUATION**

All bids will be evaluated by a panel on the basis of functionality (100%) and Price 80. The points scored for functionality will not be carried over to price, but will only be used as a gate keeping exercise. The final evaluation will be done in terms of the Council’s Preferential Procurement Policy that states 80 for price and the remaining 20 for B-BBEE.

**1.1 FUNCTIONALITY**

Regarding functionality, the following criteria will be applicable and the maximum weighting of each criterion is indicated in brackets:

**a) Number of Years’ Experience in furniture removal: (total 20 points)**

**Submit company profile to indicate year of experience**

<b>Criteria</b>	<b>Points</b>	<b>Points Claimed</b>
1. Years of experience in furniture removal: 1 – 2 years	5 points	
2. Years of experience in furniture removal: 3 – 5 years	10 points	
3. Years of experience in furniture removal: 6+ years	15 points	

**REFERENCES:**

Contact person	Telephone landline	Cell phone	Company name

1 point may be claimed for **each contactable reference supplied** (up to a maximum of 5 points)

A bidder that scores less than 10 points out of 20 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.

**PRICING SCHEDULE**

Item No.	Description	Quantity	Unit cost	Total
<b>1</b>	<b>Furniture and equipment removal</b>			
1	Display wooden cabinet	1		
2	Desks (one standard desk & one Executive desk)	1		
3	Chairs One high back chair Three Visitors Chairs	4		
4	Bar Fridge	1		
5	Paintings	4		
<b>SUBTOTAL</b>				<b>R</b>
ADD 15% VAT (IF VAT REGISTERED)				<b>R</b>
<b>TOTAL PRICE</b>				<b>R</b>

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	B157/2018/19	CLOSING DATE:	04/09/2018	CLOSING TIME:	12:00
DESCRIPTION	Move of furniture and equipment, Office of the CFO – Finance Department				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]		
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SCM	CONTACT PERSON	Renwill Hardnick		
CONTACT PERSON	Nombulelo	TELEPHONE NUMBER	044 302 6459		
TELEPHONE NUMBER	044 3026438	FACSIMILE NUMBER			
FACSIMILE NUMBER		E-MAIL ADDRESS	rhardnick@knysna.gov.za		
E-MAIL ADDRESS	ndliso@knysna.gov.za				

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/></span> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

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CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE: