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

Category: **DESIGN, SUPPLY & INSTALL COLLECTIONS AND DIRECTION SIGNAGE AT THE OLD GAOL**

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>17 July 2017</th>
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</thead>
<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>B32/2017/18</td>
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</tbody>
</table>

**DESCRIPTION OF GOODS/SERVICES:**

- DESIGN, SUPPLY & INSTALL COLLECTIONS AND DIRECTION SIGNAGE AT THE OLD GAOL

**QUOTATION DOCUMENTS ARE OBTAINABLE FROM:**

- **Company:** Knysna Municipality
- **Contact Person:** Nombulelo Mlisana
- **Email:** nmlisana@knysna.gov.za
- **Tell:** 044 3026438

**CLOSING DATE:**

- **Wednesday, 19 July 2017**
- **Time:** 12:00

**SUBMISSIONS:**

Sealed quotations clearly marked, “SUPPLY & INSTALL SIGNAGE AT THE OLD GAOL”, 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:** Melanie Groenewald
- **Email:** xolfrans@knysna.gov.za
- **Tell:** 044 3026320

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.

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**K CHETTY**

**CLYDE STREET | KNYSNA**

**MUNICIPAL MANAGER**

**“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: nmlisana@knysna.gov.za*
Old Gaol signage specifications

1. Design, supply and install direction and collections signage

Design all signs in English with municipal logo & QR codes per the links in the table below. (Show QR codes only: URLs are not required except where otherwise indicated).

Print all signs in full colour on Corex.

Mount the collection signs next to the doorways, or on the open doors of each collection so that they’re visible from the outside of the collections; where a second sign is specified, it should be mounted inside the collection room so that users can access the web page without having to leave the room.

Mount the direction sign on the outside wall of the Titanic room, facing the entrance passage.

Collection signs (Size A3): 16
Direction sign (Size A1): 1

<table>
<thead>
<tr>
<th>Ref</th>
<th>Qty</th>
<th>Size</th>
<th>Description</th>
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</thead>
</table>
|     |     | A1   | Maritime collection  
Maps & models room  
Knysna Art Gallery  
Angling collection & Coelacanth  
Infirmary  
Knysna elephants (INCLUDE ARROWS TO INDICATE DIRECTIONS) |
|     |     |      | Visit us online: www.knysnamuseums.co.za (SHOW URL) |
|     |     |      | (QR CODE:) http://www.knysnamuseums.co.za/ |
| 2   | 1   | A3   | Knysna Art Gallery  
(QR CODE:) http://www.knysnamuseums.co.za/pages/art-gallery/ |
| 3   | 2   | A3   | Angling collection  
(QR CODE:) http://www.knysnamuseums.co.za/pages/angling-collection/ |
| 4   | 2   | A3   | The Coelacanth  
(QR CODE:) http://www.knysnamuseums.co.za/pages/the-coelacanth/ |
<table>
<thead>
<tr>
<th>No.</th>
<th>QTY</th>
<th>Size</th>
<th>Description</th>
<th>URL</th>
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<tbody>
<tr>
<td>5</td>
<td>2</td>
<td>A3</td>
<td>Middle Stone Age Archaeology in Knysna</td>
<td><a href="http://www.knysnamuseums.co.za/pages/archaeology/">http://www.knysnamuseums.co.za/pages/archaeology/</a></td>
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<td></td>
<td></td>
<td>(MOUNTED OUTSIDE &amp; INSIDE TITANIC ROOM)</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>A3</td>
<td>Knysna elephants</td>
<td><a href="http://www.knysnamuseums.co.za/pages/the-knysna-elephants/">http://www.knysnamuseums.co.za/pages/the-knysna-elephants/</a></td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>A3</td>
<td>Old Gaol Infirmary</td>
<td><a href="http://www.knysnamuseums.co.za/pages/the-infirmary/">http://www.knysnamuseums.co.za/pages/the-infirmary/</a></td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>A3</td>
<td>The Old Gaol</td>
<td><a href="http://www.knysnamuseums.co.za/pages/the-gaol/">http://www.knysnamuseums.co.za/pages/the-gaol/</a></td>
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<td>(MOUNTED IN THE ENTRANCE PASSAGE)</td>
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<tr>
<td>11</td>
<td>1</td>
<td>A3</td>
<td>Knysna’s mayors</td>
<td><a href="http://www.knysnamuseums.co.za/pages/mayors-of-knysna/">http://www.knysnamuseums.co.za/pages/mayors-of-knysna/</a></td>
</tr>
<tr>
<td>12</td>
<td>1</td>
<td>A3</td>
<td>Knysna Museum</td>
<td><a href="http://www.knysnamuseums.co.za/">http://www.knysnamuseums.co.za/</a></td>
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<td>(SHOW URL)</td>
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<td><a href="http://www.knysnamuseums.co.za/">http://www.knysnamuseums.co.za/</a></td>
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<td>(MOUNTED OUTSIDE THE FRONT DOOR)</td>
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2. Print and install Dalene Matthee information sign using existing art work

Design: add Municipal logo to existing art work

Print 1 copy in full colour on Chromadek; Size AO. Mount on mild steel frame, and install
1. Site inspection at the convenience of the bidder is advised: must be arranged with Ms M Groenewald at 044 302 6320

Pricing Schedule

<table>
<thead>
<tr>
<th>Design, supply and install direction and collections signage</th>
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<tr>
<td></td>
<td>SUBTOTAL</td>
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<td></td>
<td>VAT</td>
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<td></td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

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: 

Municipality Management of Theunis
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, 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. …………………………………………………………………………………

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

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

................................. .................................
Capacity                                                               Name of Bidder

................................................
Contact number