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

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>17 July 2018</th>
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<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>B033/2017/18</td>
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<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>Appointment of Cleaning Services at the Electrical Department Offices.</td>
</tr>
<tr>
<td>QUOTATION DOCUMENTS ARE OBTAINABLE FROM:</td>
<td>Company: Knysna Municipality, Contact Person: Nadia Majola, Email: <a href="mailto:nmajola@knysna.gov.za">nmajola@knysna.gov.za</a>, Tel: 044 3026509</td>
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<tr>
<td>CLOSING DATE:</td>
<td>19 July 2018</td>
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<td>TIME:</td>
<td>12h00</td>
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<tr>
<td>SUBMISSIONS:</td>
<td>Sealed quotations clearly marked, “B033/2018/19 - Appointment of Cleaning Services at the Electrical Department Offices”, 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</td>
</tr>
<tr>
<td>COMPULSORY REQUIREMENTS:</td>
<td>There will be a compulsory site visit on, 18 July 2018, Electrical Department, George Rex Drive @ 11h00</td>
</tr>
<tr>
<td>TECHNICAL ENQUIRIES:</td>
<td>Company: Knysna Municipality, Contact Person: Baranese Dragner, Email: <a href="mailto:bdragner@knysna.gov.za">bdragner@knysna.gov.za</a>, Tel: 044 302 6399</td>
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</table>

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- The quote shall be for a fixed period ending 30 June 2019.
- 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.

KAM CHETTY
MUNICIPAL MANAGER

CLYDE STREET | KNYSNA
CLEANING SERVICE AT ELECTRICAL DEPARTMENT OFFICE

Conditions of Tender

1. Introduction
   Suitable competent and resourced cleaning services are invited to quote to provide cleaning service to run for a period of 12 (twelve) months.

1.1. Physical Location
   Corner of Marlin Rd and George Rex drive
   Electrical Engineering
   Knysna, 6570

2. Scope of work
   The scope of service for this quotation that must be adhered to:
   - Provide office cleaning services to the premises mentioned in 1.1.
   - Provide with 1(one) cleaner as per the following:
     - Tuesdays and Fridays
     - To start at 08:30 and to finish 13:30 (5 hours a day).
   - Appointed Service Provider will be expected to assist with the following:
     - Keep office clean
     - Dust picture/frames
     - Dust blinds
     - Wash up cups, mugs, plates etc.
     - Keep kitchen cupboards and bin area clean
     - Clean office furniture and kitchen equipment
     - Clean windows inside and outside
     - Vacuum carpets in offices
     - Cleaning of toilets and refill soap dispenser, toilet cleaner dispenser, toilet roll holder.
     - Clean main entrance foyer
     - Assist with setting up meeting room

2.1. The personnel allocated to clean, shall not be unreasonably rotated.

2.2. The service provider shall be responsible for all statutory requirements.

2.3. Service Provider must comply with the Occupational Health & Safety Act No 85 of 1983.

2.4. The appointed service provider will commence from 01 August 2018.

3. Equipment & Materials
   The Contractor will be provided with all necessary equipment, chemicals, toilet consumables etc, for the execution of the work.
**Pricing Schedule**

Please provide a daily rate.

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<th>ITEM</th>
<th>DAYS</th>
<th>Hours</th>
<th>Unit price</th>
<th>AMOUNT ( R ) EXCL VAT</th>
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<td>1</td>
<td>Tuesday</td>
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<td>2</td>
<td>Friday</td>
<td>5</td>
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Sub total

15% VAT (if VAT registered)

TOTAL

**Requirements**

- Travelling costs must be included within the rates.
- The quoted price shall be valid for period 11 (twelve) months i.e August 2018 to June 2019.
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<th><strong>The name of the Tenderer:</strong></th>
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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><strong>Postal Code:</strong></td>
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<td><strong>Postal address of the Tenderer:</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: 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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 .................................................................

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Signature Date

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

Capacity Name of Bidder

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

Contact number