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

### Category:

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>27 October 2017</th>
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</thead>
<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>B387/2017/18</td>
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<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>This social development section need the services of a vibrant, energetic facilitator to conduct a “My Confidence workshop” for disabled people in the Greater Knysna Municipal Area.</td>
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</tbody>
</table>
| QUOTATION DOCUMENTS ARE OBTAINABLE FROM: | Company: Knysna Municipality  
Contact Person: Ray-Dean Miles  
Email: rmiles@knysna.gov.za  
Tel: 044 302 6269 |
| CLOSING DATE: | 31 October 2017 |
| TIME: | 12h00 |
| SUBMISSIONS: | Sealed quotations clearly marked “My Confidence Workshop facilitation for disabled persons”, can be submitted:  
By hand to: Scm Dept.-Knysna Municipality  
By email to: rmiles@knysna.gov.za  
Contact person: Ray-Dean Miles  
Electronic bid documents must reach SCM office before the closing time |
| COMPULSORY REQUIREMENTS: | Please Complete this official document |
| TECHNICAL ENQUIRIES: | Company: Knysna Municipality  
Contact Person: Lizel Smith  
Email: lsmith@knysna.gov.za  
Tel: 044 302 6343 |

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.
- The Department has Bench mark will consider fifteen percent below and fifteen percent above.

KAM CHETTY  
MUNICIPAL MANAGER  
CLYDE STREET | KNYSNA  
“WHERE PEOPLE AND NATURE PROSPER”

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: nmilisana@knysna.gov.za
My Confidence Workshop training course:

The social development department of Knysna Municipality requires the services of a facilitator to conduct a “my confidence workshop” for 100 disabled women to focus on self-confidence, self-esteem, self-respect, achievements and happiness.

Content of the workshop:

- To enable the participants to better deal and cope with challenges or issues facing disabled persons and single mothers caring for disabled children.

Outcomes of the workshop:

- The facilitator needs to capture the attention of the audience through group activities and participation.
- The workshop must focus how to discover your inner strength and how to live a happier and more fulfilled life.
- To develop a positive self-image and gain self-respect.
- How to have authentic confidence.
- What are the barriers that are holding you back from becoming confident?

Duration:

- Training shall be conducted on the 2nd November 2017.
- The venue will be communicated with the service provider (facilitator)
- The training should be completed within 1 day for 2 hour (max).
- All prices should include all costs (i.e training material, stationary, accommodation, travelling etc.)

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<tr>
<th>PRICING SCHEDULE</th>
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<tr>
<td>Facilitation for disabled program</td>
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<td>Vat</td>
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<td>Total(incl)</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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1. No bid will be accepted from persons in the service of the state.¹

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.

²Shareholder” 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 ..............................................................................................................................
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<tr>
<th>Full Name</th>
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Signature  Date

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

………………………  …………………
Contact number