



## Knysna

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<b>ADVERTISEMENT DATE:</b>	<b>01/02/2019</b>
<b>RFQ NUMBER:</b>	<b>B474/2018/2019</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>Repair &amp; Maintenance to windows and sliding door at 160 Walker Drive, Buffalo Bay</b>
<b>RFQ DOCUMENTS ARE OBTAINABLE FROM:</b>	Supply Chain Management Section Clyde Street Knysna <b>or</b> Knysna Municipality website: <a href="http://www.knysna.gov.za">www.knysna.gov.za</a> (Information centre>SCM>RFQ)
<b>CLOSING DATE: TIME:</b>	<b>05/02/2019 12:00</b>
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, " <b>B474/2018/19 Repair &amp; Maintenance to windows and sliding door at 160 Walker Drive, Buffalo Bay</b> " can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: <a href="mailto:vnobatana@knysna.gov.za">vnobatana@knysna.gov.za</a>  Contact person: Vuyolwethu Nobatana (Tel: 044 302 6595) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
<b>COMPULSORY REQUIREMENTS:</b>	(i). Material to be manufactured by a supplier that is a member of the AAAMSA group. (ii). All new windows and sliding doors to come with new glass. (iii). Compulsory site meeting to be held on Monday, 4 February 2019 @ 10h00. Contractors must take note that no excess will be granted to anyone arriving 15minutes AFTER the start of the site meeting and that a road call will be done at the end of the site meeting.
<b>TECHNICAL ENQUIRIES:</b>	Contact Person : Renwill Hardnick Email : <a href="mailto:rhardnick@knysna.gov.za">rhardnick@knysna.gov.za</a> Tell : 044 302 6459
<b>The following conditions will apply:</b> <ul style="list-style-type: none"><li>• Price(s) quoted must be firm and must be inclusive of VAT when applicable.</li><li>• Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.</li><li>• Price must include all related expenses, i.e. transport, accommodation etc.</li><li>• Attached KMBD 4 document must be completed.</li><li>• Status of Municipal accounts must be submitted.</li><li>• Invoices must be submitted to <a href="mailto:jcordier@knysnagov.za">jcordier@knysnagov.za</a> or <a href="mailto:rhardnick@knysna.gov.za">rhardnick@knysna.gov.za</a> and will be paid within 30 days of delivering the service.</li><li>• Only an Official order and appointment letter will bind the Council.</li></ul>	

## **REQUIREMENTS:**

### **EVALUATION**

#### **Point's allocation for functionality**

1. Company history and experience on similar works with references to previous experiences. (15)
2. List of contactable references of similar municipal services previously done. (15)
3. List the number of similar projects completed in the last five (5) years. (15)

### **EVALUATION SCHEDULE**

**\*\*\* (Your pricing schedule will not be considered if this table is not completed)  
If no proof is submitted points claimed will be zero (o).**

<b>Criteria</b>	<b>Scoring criteria</b>	<b>Points Claimed</b>
Provide company profile, history, years of experience. Years of experience must be clearly indicated in the company profile or CV	<b>Years</b> 1 – 2 (5) 3 – 4 (10) 5 + (15)	
Provide a list of contactable references of similar municipal services previously provided	<b>References</b> 1 – 2 refs (5) 3 – 4 refs (10) 5 refs or more (15)	
List the number of similar projects completed in the last five (5) years	<b>Projects</b> 1 – 4 (5) 5 – 8 (10) 9 + (15)	
<b>Total</b>	<b>45</b>	

***Tenderers must achieve a minimum of 35 points in order to qualify for further evaluation on price and preference points***

### **SPECIAL CONDITIONS**

- Colour of material should be based on powder coated PC Bronze.
- Sliding doors to be based on the Palace Sliding Door (PSD) section range.
- Standard Clear glass to be used.
- Suppliers to confirm measurements on site.

**Delivery period:** Number of days to complete the work after receiving order \_\_\_\_\_.

**PRICING SUMMARY:**

<b>QTY</b>	<b>Description</b>	<b>Duration (Working Days)</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Remove the two windows and sliding door that needs to be replaced.			
1	Supply & Install PTST 1512 Top and Side Hung aluminium window (Size 1550 x 1220)			
1	Supply & Install PSD2421 OX aluminium sliding (Size 2425 x 2100)			
1	Supply & Install PSS 2215 Side Hung aluminium window (Size 2255 x 1550)			
1	Finishing off of any openings with plaster and paint caused by the work done and making it good			
1	Remove all debris from the site			
Subtotal				
15% VAT				
<b>TOTAL PRICE</b>				

### **Contact Details of Tenderer**

Knysna Municipality Supplier number	
CSD Supplier number	
CSD Unique Registration Reference Number	
The name of the Tenderer:	
The name of the contact person:	
The address of the Tenderer:	
Telephone:	
Facsimile:	
E-mail:	
Address (physical):	
Address (postal):	
Signature:	
Date:	



**MBD 4  
DECLARATION OF INTEREST**

1.	No bid will be accepted from persons in the service of the state <sup>1</sup> .		
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, hareholder <sup>2</sup> ):		
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: _____ _____		
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 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: _____ _____		

<sup>1</sup>MSCM 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.

<sup>2</sup> 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.

4.	Full details of directors / trustees/ members / shareholders:		
	Full Name	Identity Number	State Employee Number

5. I, the undersigned (name) \_\_\_\_\_, certify that the information furnished in paragraphs 3 and 4 above is correct.

I accept that the state may act against me should this declaration prove to be false.

Name of Bidder		Date	

Signature		Capacity	
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## 11. MDB 15 – Certificate for Payment of Municipal Services

**NAME OF THE BIDDER:** \_\_\_\_\_

**FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:**

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

**NB:** Please attach certified copy (ies) of ID document(s)

I, \_\_\_\_\_,

(Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a **Municipality** in respect of which payment is overdue for more than 30 days;

**THUS DONE AND SIGNED** for and on behalf of the Bidder, at \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE:		NAME (PRINT):	
CAPACITY:		NAME OF FIRM:	

**For office use (comments):**