**ADVERTISEMENT DATE:** 13/02/2019  
**RFQ NUMBER:** B498/2018/19  
**DESCRIPTION OF GOODS/SERVICES:** Government Media Essential Tools for 2 Communications Department Employees for 5 days  
**RFQ DOCUMENTS ARE OBTAINABLE FROM:** Supply Chain Management Section  
Clyde Street  
Knysna  
or  
**CLOSING DATE:** 15/02/2019  
**TIME:** 12:00  
**SUBMISSIONS:** Sealed quotations clearly marked, “B498/2018/19”, can be submitted:  
By hand to: Supply Chain Management Section  
Knysna Municipality  
Clyde Street  
Knysna  
By fax to: 086 650 1415  
By email to: vnobatana@knysna.gov.za  
Contact person: Vuyolwethu Nobatana (Tel: 044 302 6595)  
Electronic bid documents must reach the Supply Chain Management Section before the closing time.  
**COMPULSORY REQUIREMENTS:** SETA Certificate Accreditation  
**TECHNICAL ENQUIRIES:**  
Contact Person : Zukile Kala  
Email : zkala@knysna.gov.za  
Tell : 044 302 6462  
**The following conditions will apply:**  
- Price(s) quoted must be firm and must be inclusive of VAT when applicable.  
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.  
- Price must include all related expenses, i.e. transport, accommodation etc.  
- Attached KMBD 4 document must be completed.  
- Status of Municipal accounts must be submitted.  
- Invoices must be submitted to jcordier@knysnagov.za and will be paid within 30 days of delivering the service.  
- Only an Official order and appointment letter will bind the Council.
B498/2018/19: Government Media Essential Tools for 2 Communications Department Employees for 5 days.

REQUIREMENTS:

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)

EVALUATION SCHEDULE
*** (Your pricing schedule will not be considered if proof related to this table is not attached)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scoring criteria</th>
<th>Points Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide company profile, history, years of experience. Years of experience must be clearly indicated in the company profile or CV</td>
<td>Years 1-2(5) 3-4(10) 5+(15)</td>
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<tr>
<td>Provide a list of contactable references of similar municipal services previously provided</td>
<td>1 ref (5) 2 refs (10) 3 refs or more (15)</td>
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<tr>
<td>Total</td>
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<td>30</td>
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</table>

Tenderers must achieve a minimum of 20 points in order to qualify for further evaluation on price and preference points
SPECIFICATION

Background

Knysna Municipality wishes to enter into a contract with a suitably accredited service provider for the presentation of a specific accredited program: Government Media Essential Tools

Course outline

Upon completion of this course, the participants should:

- Handling of Media and External Relations
- Handling of Campaigns
- Editorial Independence and Journalistic Ethics
- Reporting for Government Media
- Leadership and Management

Target Audience

2 Employees from the Communications Department

Duration

The training must be completed in 5 days

Language

Training must be presented in English

Methodology (Any of the following)

- Facilitation and Lectures
- Practical Focus on competency
- Role plays

SETA Certificate Accreditation

A certified copy of the Bidders SETA accreditation Certificate must accompany the bid documents if the requested certified copy does not accompany the bid documents of the bidder, the municipality reserves the right to reject the bid.

Certification

Competency Certification of delegates when competent

Pricing

- A unit rate per trainee should be provided.
- All prices should include all costs (i.e. training material, stationery, catering etc.)
- Prices must include VAT
- The supplier shall furnish the Municipality with an original detailed invoice.
Catering
The price of catering must include the following
- Water and Sweets
- Morning tea/coffee/Juice with a sandwich
- Finger lunch with juice/coffee/tea
- Afternoon tea/coffee/juice

Other
The successful bidder will be required to sign a Service level Agreement with the Municipality

**PRICING SUMMARY:**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>Duration (Working Days)</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Employees</td>
<td>Government Media Essential Tools Training</td>
<td>5 days</td>
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<td>2 Employees</td>
<td>Catering</td>
<td>5 days</td>
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<td>Subtotal</td>
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<td>15% VAT</td>
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<td>TOTAL PRICE</td>
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<tr>
<td><strong>Contact Details of Tenderer</strong></td>
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<tr>
<td>Knysna Municipality Supplier number</td>
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<tr>
<td>CSD Supplier number</td>
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<td>CSD Unique Registration Reference Number</td>
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<td>The name of the Tenderer:</td>
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<td>The name of the contact person:</td>
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<td>The address of the Tenderer:</td>
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<td>Telephone:</td>
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</table>
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.²

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, shareholder):³

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 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:

________________________________________________________________________________

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.

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:

<table>
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<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
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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.

<table>
<thead>
<tr>
<th>Name of Bidder</th>
<th>Date</th>
<th>Capacity</th>
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NAME OF THE BIDDER: __________________________________________________________

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

<table>
<thead>
<tr>
<th>Director / Shareholder / partner</th>
<th>Physical address of the Business</th>
<th>Municipal Account number(s)</th>
<th>Physical residential address of the Director / shareholder / partner</th>
<th>Municipal Account number(s)</th>
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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)

SIGNATURE: ____________________________
NAME (PRINT): _________________________
CAPACITY: ____________________________
NAME OF FIRM: _________________________

For office use (comments):