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: nmlisana@knysna.gov.za
B544/2017/18: Appointment of Cleaning Services at the Electrical Department Offices.

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 5 (five) 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 February 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.

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

14% VAT (if VAT registered): R

**TOTAL**: R

### Requirements

- Travelling costs must be included within the rates.
- The quoted price shall be valid for period 5 (five) months i.e February to June 2018.
<table>
<thead>
<tr>
<th><strong>The name of the Tenderer:</strong></th>
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<tbody>
<tr>
<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>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: ............................................................

  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.

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

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Date

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Capacity

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Name of Bidder

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Contact number