### ADVERTISEMENT

<table>
<thead>
<tr>
<th>DATE:</th>
<th>13/03/2019</th>
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</thead>
<tbody>
<tr>
<td>RFQ NUMBER:</td>
<td>B556/2018/2019</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>REPAIR AND MAINTENANCE OF THE WARD 3 CLLR OFFICE AT THE CHRIS HANI COMMUNITY HALL, DAM-SE-BOS, KNYSNA</td>
</tr>
<tr>
<td>RFQ DOCUMENTS ARE OBTAINABLE FROM:</td>
<td>Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: <a href="http://www.knysna.gov.za">www.knysna.gov.za</a> (Information centre&gt;SCM&gt;RFQ)</td>
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<tr>
<td>CLOSING DATE:</td>
<td>15/03/2019</td>
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<td>TIME:</td>
<td>12:00</td>
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### SUBMISSIONS:
Sealed quotations clearly marked, “B556/2018/19: Repair and Maintenance of the Ward 3 Cllr Office at the Chris Hani Community hall, Dam-se-Bos, Knysna” 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:
1. Compulsory site visit at the Ward 3 Cllr Office at the Chris Hani Community hall, Dam-se-Bos, Knysna on 14 March 2019 at 15:00.
2. CONTRACTOR MUST HAVE A CIDB CONTRACTOR GRADING DESIGNATION OF 1GB

### TECHNICAL ENQUIRIES:
- Contact Person: Renwill Hardnick
- Email: rhardnick@knysna.gov.za
- Tell: 044 302 6459

The following conditions will apply:
- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
- 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
- Invoices must be submitted to icordier@knysnagov.za or rhardnick@knysna.gov.za and will be paid within 30 days of delivering the service.
- Only an Official order and appointment letter will bind the Council.
REQUIREMENTS:

A Compulsory site visit will be held at the Ward 3 Cllr Office at the Chris Hani Community hall, Dam-se-Bos, Knysna on 14 March 2019 at 10:00.

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)

EVALUATION SCHEDULE

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scoring criteria</th>
<th>Points Claimed</th>
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<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</td>
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<tr>
<td></td>
<td>1-2(5)</td>
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<tr>
<td></td>
<td>3-4(10)</td>
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<tr>
<td></td>
<td>5+(15)</td>
<td></td>
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<tr>
<td>Provide a list of contactable references of similar municipal services previously provided</td>
<td>1 ref (5)</td>
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<td></td>
<td>2 refs (10)</td>
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<tr>
<td></td>
<td>3 refs or more (15)</td>
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<tr>
<td>Total</td>
<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
REPAIRS & MAINTENANCE TO EXISTING MUNICIPAL OFFICES WHITE LOCATION

Formal written quotations are hereby invited from contractors with a 1GB or higher CIDB grading for the repair and maintenance to at the Ward 3 Cllr Office at the Chris Hani Community hall, Dam-se-Bos, Knysna

A compulsory information meeting will be held at the Ward 3 Cllr Office at the Chris Hani Community hall, Dam-se-Bos, Knysna
On, 14 March 2019 at the Ward 3 Cllr Office at the Chris Hani Community hall, Dam-se-Bos, Knysna

Formal written quotations must be submitted on original documents and remain valid for 90 days after the closing date of the quotation. Enquiries about the quotation can be addressed to Mr. Renwill Hardnick at telephone (044) 302 6459

SPECIFICATIONS

The work consists of the repair & maintenance at existing Ward 3 Cllr Office at the Chris Hani Community hall, Dam-se-Bos, Knysna.

Paintwork

- **Internal Walls:**
  1. Remove all nails etc. from the office & kitchen walls and fill with Profill (or similar approved). Remove loose and flaking paint on all internal walls, by sanding, scraping and also feather edging of adhering paint.
  2. All cracks larger than hairline to be chipped out in a “V” and filled with Soudal Soudaflex 40FC (or similar approved)
  3. Sand all remaining paint to provide a key for subsequent coats.
  4. Apply two (2) coats Plascon Dampseal Waterproof Sealer or similar approved (as per manufacturer’s instructions) and allow for 24 hours drying time.
  5. Apply one coat Plascon Merit Universal Undercoat or similar approved - White and allow 16 hours drying time.
  6. Apply two (2) coats Plascon Pebble Path P1 – C2 – 2 (or similar approved). Apply by brush or roller. Allow sixteen (16) hours drying time between coats.
  7. Apply two (2) coats Dulux Acrylic PVA – Brilliant White (or similar approved). Apply by brush or roller. Allow sixteen (16) hours drying time between coats.
  8. Any spills on floors, brickwork, etc., must be cleaned off and made good by the contractor.
  9. When staining of any sort is disfiguring walls and other areas to be painted and which might “bleed” through the new paint finish, the onus is on the contractor to remove or obliterate the stains by the best method.
  10. Call Municipal Official to inspect surfaces before any painting or varnishing takes place.
  11. Before paintwork commences, all surfaces are to be inspected by the painting contractor to satisfy himself that the surfaces are in a suitable condition to receive the paint system specified.
  12. The contractor is solely responsible for all defective work and as a result of painter’s failure to insist on surfaces being in a proper condition prior to painting.

- **Ceilings:**
  1. Apply one coat Plascon One Coat interior ceilings pure brilliant white or similar approved (as per manufacturer’s instructions) to the kitchen and office and allow for 2 hours drying time.

**Kitchen Mixer**

1. Supply and install Hydrus sink mixer in the kitchen.
Tiles

1. Supply & Install Styletec F1204 – EPA 2 (or similar approved) tiles must be installed according manufacturer’s instructions.
2. Supply and install Tiles, 500 x 500mm Talk home grey (or similar approved), in the kitchen, passage and office.

GENERAL

1. Before work commences, all surfaces are to be inspected by the Contractor who must be satisfied that the surfaces are in a suitable condition to receive finishes specified.
2. All surfaces to be tiled or painted are to be perfectly dry and clean and free from rust, dust, grime, dirt, oil or grease before retiling, etc., is commenced. The Contractor is solely responsible for all defective work and the Contractor must make sure that surfaces are in a proper condition prior to tiling or painting.
3. On completion, touch-up work is to be carried out where necessary and any defects made good. All cement, paint or any other splashes to be cleaned.
4. Contractor must check all measurements on site and make sure that all requirements are understood. Contact the Municipal Project Manager in the event of any uncertainty.
5. Contractor’s tender price must include material, site establishment, transport, Vat, etc.
6. Contractors are cautioned to check the scope of the work and material costs with suppliers before submitting a tender as no extras will be allowed due to ignorance on the part of the Contractor.
7. The Contractor must supervise work on site at all times.

NOTE: ALL PRODUCTS SPECIFIED MUST BE APPLIED STRICTLY ACCORDING TO MANUFACTURER’S INSTRUCTIONS.

SITE: ON COMPLETION OF CONTRACT

1. The site must be left in a clean state with all empty tins/drums, rubble and other rubbish removed to the entire satisfaction of the Municipal Project Manager.
2. Wherever new materials are used to replace damaged, broken or missing components, these materials shall match the existing in all respects and shall, were applicable, be installed in strict accordance with the manufacturer’s instructions.
3. Please consult with the Municipal Project Manager with regard to any material to be taken to the dumpsite.

SPECIAL CONDITIONS OF CONTRACT

1. Estimated time for completion of work five (5) weeks.
2. The Contractor must check all work and measurements on site and make sure that all requirements are understood. The Contractor must contact Municipal Project Manager for any uncertainty.
3. The Contractor should be sure that they can finish the work in the above given time and as per specification.
4. All products, other than specified must be approved by responsible official, Mr. Renwill Hardnick before being used.
5. Please note that this contract is covered under the General Conditions of Contract for Construction Works where necessary.
6. All construction work must conform to the standard Civil and Building Industry Code of Practice and SANS 10400.
7. No inferior or defective workmanship of any trade will be accepted.
8. 5% Retention will be held back for a period of three (3) months. During this period, the Contractor will be responsible for repairs to any defective works.
9. Final payment will only be made after the building site has been thoroughly cleaned and all building materials or rubble removed from site.
10. Only contractors that have successfully completed work of this nature and can produce proof thereof will be considered for this contract. The Municipality reserves the right to request such proof after the tender has closed.

11. The contractor will be held responsible for any damage what so ever to the existing premises and will carry out repairs or repainting to the complete satisfaction of the Municipality at his own cost.

12. Only qualified artisans with the necessary tools will be allowed to work on this site.

**PRICING SUMMARY:**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>Duration (Working Days)</th>
<th>Unit Price</th>
<th>Total Price</th>
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<tbody>
<tr>
<td>1</td>
<td>Painting internal walls of the office, passage and kitchen</td>
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<tr>
<td>1</td>
<td>Painting ceilings of the office, passage and kitchen</td>
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<td>1</td>
<td>Supply and install Hydrus or similar sink mixer in the kitchen</td>
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<tr>
<td>1</td>
<td>Supply and install tiles in the kitchen, passage and office</td>
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<td><strong>Subtotal</strong></td>
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<td><strong>15% VAT</strong></td>
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<td><strong>TOTAL PRICE</strong></td>
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<td><strong>Contact Details of Tenderer</strong></td>
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<td>Knysna Municipality Supplier number:</td>
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<td>CSD Supplier number:</td>
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<td>CSD Unique Registration Reference Number:</td>
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<tr>
<td>The name of the Tenderer:</td>
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<tr>
<td>The name of the contact person:</td>
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<tr>
<td>The address of the Tenderer:</td>
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<td>Telephone:</td>
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<td>E-mail:</td>
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<td>Address (physical):</td>
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<td>Signature:</td>
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## MBD 4
### 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: |   |
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: |   |

¹ The state here refers to the national, provincial and local government.

² Shareholders include those who hold more than 5% of the company’s shares.
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

If yes, furnish particulars:
______________________________________________________________________________
______________________________________________________________________________

²MSCM 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.

² 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>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
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</table>

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
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, ________________________________, 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 FIRM: OF

For office use (comments):