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

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>22/01/2018</th>
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</thead>
<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>B557/2017/18</td>
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<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>TRANSPORT OF PASSENGERS TO PUBLIC EVENT FROM KNYSNA TOWNHALL TO GEORGE, ATLEAST 4 TAXI’S WILL BE NEEDED (7 &amp; 8 FEBRUARY 2018)</td>
</tr>
</tbody>
</table>
| QUOTATION DOCUMENTS ARE OBTAINABLE FROM: | Company: Knysna Municipality  
Contact Person: Vuyolwethu Nobatana  
Email: vnobatana@knysna.gov.za  
Tell: 044 302 6595 |
| CLOSING DATE: | 25/01/2018 |
| TIME: | 12h00 |
| SUBMISSIONS: | Sealed quotations clearly marked, “B557/2017/18”, can be submitted:  
By hand to: Scm Dept.-Knysna Municipality  
By email to: vnobatana@knysna.gov.za  
Contact person: Vuyolwethu Nobatana  
Electronic bid documents must reach SCM office before the closing time |
| COMPULSORY REQUIREMENTS: | Eden Health Certificate |
| TECHNICAL ENQUIRIES: | Company: Knysna Municipality  
Contact Person: Sidwel Vumazonke  
Email: svumazonke@knysna.gov.za  
Tell: 044 302 6385 |

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.
- No award will be made if your municipal account is not up-to-date.

KAM CHETTY  
MUNICIPAL MANAGER

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
B557/2017/18: Transport of Passengers to Public Event

CONDITIONS

The service provider must comply with the following conditions:

1. Provide proof of a PDP for the driver/s;
2. The bus/taxi company must provide proof of sufficient public liability insurance;
3. The service provider(s) will take sole responsibility for the safe transport of passengers to and from the Thusong Mobiles venues and will indemnify the Department of Local Government from all liability for any damages;
4. The service provider will have to produce a valid operating license in respect of each vehicle which will be used to convey passengers to and from the mobile centres.

PLEASE NOTE:

A LEGAL TRANSPORT AGREEMENT WILL BE ENTERED INTO WITH THE SUCCESSFUL BIDDERS

TRANSPORT REQUIREMENTS

Transport Plan: Thusong Outreach Knysna (Knysna Municipality)
Date: 7 & 8 February 2018
TOTAL NUMBER OF KILOMETRES: 1200km over 2 days

4 x 15 seater taxi: 600km
(Travelling to George) from Knysna town Hall to the Department of Home Affairs office in George and return

3 x 15 seater taxi: 600km
(Travelling to and from Hornlee and Concordia to Knysna Town Hall)

CONCORDIA STOPS:

- Thembelitsha Primary School
- Mvuleni
- Masifunde Library
- Madeleine Crèche
HORNLEE STOPS:
  - Pride Store
  - Clinic
  - Hornlee

1. The Service Provider will be expected to travel a maximum total of **1200 kilometers** with the bus on 7 & 8 February 2018;
2. The distance must include the collection and dropping off of passengers: from the Knysna Town Hall and surrounding communities within the municipal area and George;
3. Drivers will be assisted by an official of the Department of Local Government in terms of the Transport plan on the day;
4. The starting time for the first pick up of passengers from Concordia and Hornlee will be **08h30**.
5. Driver should make sure that all trips are recorded with regards to kilometre readings (LOGBOOK) and reported to a responsible official from the Department of Local Government;
6. Kilometers are applicable from the venue pick up to drop-off and return to venue.

### DESCRIPTION OF ITEM

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<tr>
<th>ITEM</th>
<th>SHORT DESCRIPTION</th>
<th>QTY</th>
<th>AMOUNT ( R ) EXCL VAT</th>
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<tr>
<td>1</td>
<td>Transport (Knysna to George)</td>
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14% VAT (if VAT registered) R

**TOTAL** R
| **The name of the Tenderer:** |  |
| **The name of the Contact person:** |  |
| **Physical address of the Tenderer:** |  |
| **Postal Code:** |  |
| **Postal address of the Tenderer:** |  |
| **Postal Code:** |  |
| **Cellular number:** |  |
| **Telephone number:** |  |
| **Facsimile:** |  |
| **E-mail address:** |  |
KMBD 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. ............................................................................................

   .............................................................................................................................................

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>
<th>Identity Number</th>
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Signature .......................................................... Date ..........................................................

Capacity .......................................................... Name of Bidder ...........................................

Contact number ......................................................