**ADVERTISEMENT**

**DATE:** 15/04/2019  
**RFQ NUMBER:** B606/2018/19  
**DESCRIPTION OF GOODS/SERVICES:** Supply, Delivery and Branding of Promotional Water Bottles  
**RFQ DOCUMENTS ARE OBTAINABLE FROM:** Supply Chain Management Section  
Clyde Street  
Knysna  
or  
**CLOSING DATE:** 17/04/2019  
**TIME:** 12:00  
**SUBMISSIONS:** Sealed quotations clearly marked, “B606/2018/19: “Supply, Delivery and Branding of Promotional Water Bottles ”, 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.  
**TECHNICAL ENQUIRIES:** Contact Person: Christopher F. Bezuidenhout  
Email: pr@knysna.gov.za  
Tel: 044 302 6381  
**COMPULSORY REQUIREMENTS:** None.  
**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.  
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.  
- 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.
Knysna Municipality invites suitably experienced service providers to submit written quotations for the supply and delivery of promotional water bottles as per the specifications below:

- Promotional 400ml water bottle with freezer stick;
- Transparent, high-grade plastic;
- Number of units: 150;
- Colour: Blue;
- Full colour branding;

**SPECIAL CONDITION:**

- The successful bidder must deliver the goods by no later than 12h00 on Friday 26 April 2019.

**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 (attach examples). (15)

**EVALUATION SCHEDULE**

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

<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>
<td></td>
</tr>
<tr>
<td>Provide a list of contactable references of similar services previously provided. Attach examples</td>
<td>1 ref (5) 2 refs (10) 3 refs or more (15)</td>
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<tr>
<td><strong>Total</strong></td>
<td>30</td>
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</tbody>
</table>

*Tenderers must achieve a minimum of 20 points in order to qualify for further evaluation on price and preference points*
### PRICING SCHEDULE

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Costs</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotional water bottle with freezer stick</td>
<td>R</td>
<td>150</td>
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<tr>
<td>Full colour branding</td>
<td>R</td>
<td>150</td>
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<tr>
<td>Delivery</td>
<td>R</td>
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<tr>
<td>Other Costs - Specify</td>
<td>R</td>
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</tbody>
</table>

Sub Total

VAT 15%

**TOTAL**

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**Pricing Schedule**

- All additional costs must be clearly specified and included in the total bid price.
- All prices must be VAT inclusive.
- The municipality reserves the right not to accept any of the quotations.
- The Bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.
<table>
<thead>
<tr>
<th><strong>Contact Details of Tenderer</strong></th>
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<tbody>
<tr>
<td>Knysna Municipality Supplier number</td>
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<tr>
<td>CSD Supplier number</td>
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<tr>
<td>CSD Unique Registration Reference Number</td>
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<tr>
<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>Facsimile:</td>
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<td>Address (physical):</td>
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<td>Address (postal):</td>
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<tr>
<td>Signature:</td>
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<tr>
<td>Date:</td>
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</tbody>
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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:

____________________________________________________________________________________

____________________________________________________________________________________

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>
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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.

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, ____________________________, (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)

<table>
<thead>
<tr>
<th>SIGNATURE:</th>
<th>NAME (PRINT):</th>
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<table>
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<tr>
<th>CAPACITY:</th>
<th>NAME FIRM: OF</th>
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