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

1. Category: **Illustrator**

### Table

<table>
<thead>
<tr>
<th><strong>ADVERTISEMENT DATE:</strong></th>
<th>25 July 2018</th>
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</thead>
<tbody>
<tr>
<td><strong>QUOTATION NUMBER:</strong></td>
<td>B061/2018/19</td>
</tr>
<tr>
<td><strong>DESCRIPTION OF GOODS/SERVICES:</strong></td>
<td>Illustrator</td>
</tr>
</tbody>
</table>

**QUOTATION DOCUMENTS ARE OBTAINABLE FROM:**
- **Company:** Knysna Municipality
- **Contact Person:** Phindiswa Mseleni
- **Email:** pmseleni@knysna.gov.za
- **Tell:** 044 3026296

<table>
<thead>
<tr>
<th><strong>CLOSING DATE:</strong></th>
<th>30 July 2018</th>
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<tr>
<td><strong>TIME:</strong></td>
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**SUBMISSIONS:**
- Sealed quotations clearly marked, “B061/2018/19 Illustrator”, can be submitted:
  - By hand to: SCM Dept-Knysna Municipality
  - By email to: pmseleni@knysna.gov.za

Contact person: Phindiswa Mseleni
Electronic bid documents must reach SCM office before the closing time

**COMPULSORY REQUIREMENTS:**
None

**TECHNICAL ENQUIRIES:**
- **Company:** Knysna Municipality
- **Contact Person:** Zoliswa Mphekeleni
- **Email:** zmphekeleni@knysna.gov.za
- **Tell:** 044 3026498 or 3026310

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.
SPECIFICATIONS: ILLUSTRATOR

Scope of Work

The Illustrator must be able to:

- Read in 1 or 3 Official Languages (English; IsiXhosa and Afrikaans)
- Comprehend and translate literature ideas and stories
- Convey the text to the visual narrative context
- Creatively interpret the imagination of the learners stories in to visual illustrations
- Develop characters as it meets the needs of the stories
- Use the stories as the foundation of the Illustrations. (22 Stories per Language)
- Use Traditional or Digital illustration methods and mediums
- Be versatile and adaptable to the needs of the stories
- Do a Book Cover for the book with the learners stories
- Outcome: the illustrations will be used in a Book with the learners Stories

Pre-Selection Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Points Claimed</th>
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<tr>
<td>1. 1 to 3 experience in the industry</td>
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<td>2. Portfolio of Evidence</td>
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Only bidders who claim 10 points will be evaluated further on prices
Special Conditions:

- The Illustrator must be available on the 30th to the 3 August 2018; as the Student will attend a Creative Writing workshop.
- Service Provider May Quote on one or all three Languages.
- Price(s) quoted must be available for at least 30 Days from date of 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.**
- Bidder’s must insist on an official order Number.
- The supplier must be in the Knysna CBD.

Pricing Schedule:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Afrikaans</th>
<th>English</th>
<th>IsiXhosa</th>
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<tbody>
<tr>
<td>Illustrator</td>
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<td>Subtotal</td>
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<td>Grand Total</td>
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<td>E-mail address:</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. ........................................................................................

³MSCM 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 director’s 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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<tr>
<td>Capacity</td>
<td>Name of Bidder</td>
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<td>Contact number</td>
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</table>

- Signature
- Date
- Capacity
- Name of Bidder
- Contact number