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: nmilisana@knysna.gov.za
B651/2017/18: Conference venue and catering for the forum to be held on the 28-29 March 2018

SPECIFICATIONS:

Event
Chief Audit Executive and Chief Risk Officer Forum
Date: 28-29 March
Number of people: 40
Bottled Water: 40

Menu
Welcoming Tea, Coffee, Juice
Mid-morning Tea Break @ 10:AM

Sandwiches (cheese and tomatoes, smoked ham and chess on white and brown bread)
Juice, Tea, Coffee

Lunch @ 1:PM
Basmati Rice
Cauliflower and broccoli with white cheese sauce
Pumpkin
Mutton stew with vegies (baby carrots, baby potatoes and baby marrows)
Roasted Chicken

Juice

Desert
Mulva Pudding with warm custard and ice cream

Afternoon Tea Break @ 3:PM

Muffins (bran and blueberry)
Tea, Coffee and Juice

DAY 2

Welcoming Tea, Coffee, Juice

Mid-morning Tea Break @ 10:AM

Scones with grated cheese and jam
Juice, Tea, Coffee
Lunch @ 1:PM

Braai
Sausage
Chicken
Lamb Chop
Juice

Sides
Green Salads
Potato Salad
Garlic Bread

Desert
Fruit Salad with ice cream

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<th>SHORT DESCRIPTION</th>
<th>QTY</th>
<th>AMOUNT ( R ) EXCL VAT</th>
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<tr>
<td>1</td>
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<td>Conference venue</td>
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14% VAT (if VAT registered)  R

TOTAL  R
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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                                                      Date

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

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