



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

**Category: Printing and Advertising**

(For publication on the Knysna Municipality website & notice boards)

|   |  |   |
|---|--|---|
| <b>ADVERTISEMENT DATE:</b>                | <b>22 February 2018</b>  |   |
| <b>RFQ NUMBER:</b>                        | <b>B656/2017/18</b>  |   |
| <b>DESCRIPTION OF GOODS/SERVICES:</b>     | <b>Manufacture and Installation of Corporate Signage</b>   |   |
| <b>RFQ DOCUMENTS ARE OBTAINABLE FROM:</b> | Company<br>Contact Person<br>Email<br>Tel no   | Knysna Municipality<br>Ray-Dean Miles<br><a href="mailto:rmiles@knysna.gov.za">rmiles@knysna.gov.za</a><br>044 302 6269                                       |
| <b>CLOSING DATE:<br/>TIME:</b>            | <b>26 February 2018<br/>12h00</b>  |   |
| <b>SUBMISSIONS:</b>                       | Sealed quotations clearly marked, " <b>B656/2017/18: Manufacture and Installation of Corporate Signage</b> ", can be submitted:<br>By hand to: SCM Department, Knysna Municipality<br><br>By email to: <a href="mailto:rmiles@knysna.gov.za">rmiles@knysna.gov.za</a><br><br>Contact person: Ray-Dean Miles (Tel: 044 302 6269)<br>Electronic bid documents must reach the SCM office before the closing time. |   |
| <b>COMPULSORY REQUIREMENTS:</b>           | Please complete this official document.  |   |
| <b>TECHNICAL ENQUIRIES:</b>               | Department<br>Contact Person<br>Email<br>Tel   | :<br>Municipal Manager<br>: Christopher F. Bezuidenhout<br>: <a href="mailto:cbezuidenhoutd@knysna.gov.za">cbezuidenhoutd@knysna.gov.za</a><br>: 044 302 6381 |

**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.
- Attached KMBD 4 document must be completed.
- Bidders must insist on an official order number.
- Only an official order will bind the Council.
- No award will be made if municipal account is not up to date.

**KAM CHETTY  
MUNICIPAL MANAGER**

**CLYDE STREET | KNYSNA  
INCLUSIVE INNOVATIVE INSPIRED**

*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](http://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](mailto:nmlisana@knysna.gov.za)*



**B656/2017/18**

**MANUFACTURE & INSTALLATION OF CORPORATE SIGNAGE**

Knysna Municipality invites suitably experienced service providers to submit written quotations for the manufacture and installation of standardized signage as per below:

- The bid is specifically for the manufacture and installation of two double-sided directional signs at identified street intersections.
- The signage will be placed within eye sight of oncoming motorists and pedestrians but should not pose a danger to passers-by.
- The bidder will be mindful of the municipality's Bylaw relating to outdoor advertising (refer to <http://www.knysna.gov.za/wp-content/uploads/2012/12/Bylaw-relating-to-the-Regulation-of-Outdoor-Advertising1.pdf>)
- The bidder will acquire the municipality's official font at their own costs.
- To facilitate global understanding, the design of signage draws on three different forms of communication; written word, graphics and colour.

**Pricing Schedule:**

- The price for each sign must be clearly specified.
- 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 received.
- The Bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.
- Bidders must provide at least two references with examples of similar work done.

**LIST OF DIRECTIONAL SIGNAGE REQUIRED:**

| <b>Knysna</b>        |   |   |
|----------------------|---|---|
| Long & Clyde Streets | 1 | Square sign, 800mm x 800mm, galvanised sheets with reflective white vinyl background plus poles and frame |
| Main & Queen Streets | 1 | Square sign, 800mm x 800mm, galvanised sheets with reflective white vinyl background plus poles and frame |



**PRICING SCHEDULE:**

| Description                            | Unit Costs | Unit | Total |
|--|------------|------|-------|
| Directional Sign: Long & Clyde Streets | R          | 1    |       |
| Directional Sign: Main & Queen Streets | R          | 1    |       |
| Installation                           | R          |      |       |
| Other Costs - Specify                  | R          |      |       |
|  |            |      |       |
|  |            |      |       |
|  |            |      |       |
|  |            |      |       |
|  |            |      |       |
| Sub Total                              |            |      |       |
| Vat 14%                                |            |      |       |
| <b>TOTAL</b>                           |            |      |       |



KNYSNA  
Municipality Munisipaliteit uMasipala

|  |  |                     |  |
|--|--|---------------------|--|
| <b>The name of the Tenderer:</b>         |  |                     |  |
| <b>The name of the Contact person:</b>   |  |                     |  |
| <b>Physical address of the Tenderer:</b> |  |                     |  |
|  |  |                     |  |
|  |  | <b>Postal Code:</b> |  |
| <b>Postal address of the Tenderer:</b>   |  |                     |  |
|  |  |                     |  |
|  |  | <b>Postal Code:</b> |  |
| <b>Cellular number:</b>                  |  |                     |  |
| <b>Telephone number:</b>                 |  |                     |  |
| <b>Facsimile:</b>                        |  |                     |  |
| <b>E-mail address:</b>                   |  |                     |  |

**KMBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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, hareholder<sup>2</sup>): .....

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. ....

.....

<sup>1</sup>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.

<sup>2</sup> 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.

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 .....

4. Full details of directors / trustees / members / shareholders.

| <b>Full Name</b> | <b>Identity Number</b> | <b>State Employee Number</b> |
|------------------|------------------------|------------------------------|
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|                  |                        |                              |
|                  |                        |                              |

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

.....  
**Contact number**