**ADVERTISEMENT**

**DATE:** 07/05/2019

**RFQ NUMBER:** B658/2018/19

**DESCRIPTION OF GOODS/SERVICES:** Payroll and Tax Administration.

**RFQ DOCUMENTS ARE OBTAINABLE FROM:**

Supply Chain Management Section
Clyde Street
Knysna

or


**CLOSING DATE:** 10/05/2019

**TIME:** 12:00

**SUBMISSIONS:**

Sealed quotations clearly marked, “B658/2018/19”, 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.

**COMPULSORY REQUIREMENTS:**

A certified copy of the Bidders SETA accreditation Certificate must accompany the bid documents

**TECHNICAL ENQUIRIES:**

Contact Person: Zukile Kala
Email: zkala@knysna.gov.za
Tel: 044 302 6462

The following conditions will apply:

- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- 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.

MUNICIPAL MANAGER
DR SW VATALA
Specification

Background
Knysna Municipality wishes to enter into a contract with a suitably accredited service provider for the presentation of an accredited program: Payroll and Tax Administration. The program must be credit bearing and be aligned to Unit Standards: 110008 & 114733 (Determine individual and aggregate payment and Complete PAYE documents)

Course outline

Upon completion of this course, the participants should be able to

- Identify and record deductions
- Perform basic tax calculations
- Calculate and verify net pay
- Ascertain and reconcile aggregate payroll totals
- Generate and distribute pay slips
- Calculate gross wages from either time records or a productivity scheme
- Make and record the correct deductions
- Complete a payslip and other forms to show both Income Tax and deductions
- Complete IRP 5 forms

Target Audience
6 Employees from the Finance Directorate

Duration
The training must be completed in 5 days

Language
Training must be presented in English

Methodology (Any of the following)

- Facilitation and Lectures
- Practical Focus on competency
- Role plays

SETA Certificate Accreditation
A certified copy of the Bidders SETA accreditation Certificate must accompany the bid documents if the requested certified copy does not accompany the bid documents of the bidder, the municipality reserves the right to reject the bid.

Certification
Competency Certification of delegates when competent

Pricing

- A unit rate per trainee should be provided.
- All prices should include all costs (i.e. training material, stationery, catering etc.)
- Prices must include VAT
The supplier shall furnish the Municipality with an original detailed invoice.

Catering
The price of catering must include the following
- Water and Sweets
- Morning tea/coffee/Juice with a sandwich
- Finger lunch with juice/coffee/tea
- Afternoon tea/coffee/juice

Other
The successful bidder will be required to sign a Service level Agreement with the Municipality

QUALITY SCORING CRITERIA

EVALUATION

Point’s allocation for functionality

Service providers must score a minimum of 20 out of 30 points to be considered for the price evaluation. *** (Your pricing schedule will not be considered if proof relating to this table is not attached)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Bidder’s score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidders experience in years in providing similar training to municipal officials and government departments – submit company profile to claim points</td>
<td>1-5 years: 5 points</td>
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<td></td>
<td>6 + years: 10 points</td>
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<tr>
<td>Bidders previous experience – submit contactable references of municipalities or government institution for whom similar training was rendered to</td>
<td>2 references – 3</td>
<td></td>
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<tr>
<td></td>
<td>3 references – 5</td>
<td></td>
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<tr>
<td></td>
<td>4 + references - 10</td>
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<tr>
<td>Bidders experience and qualifications – submit CV’s of facilitators that will provide training</td>
<td>Facilitator has relevant qualification and experience in either local, provincial or national government – 10 points</td>
<td></td>
</tr>
</tbody>
</table>
Facilitator has relevant qualification but experience speaks to private sector – 5 points

TOTAL 30 points

<table>
<thead>
<tr>
<th>Description</th>
<th>No of delegates</th>
<th>Total cost excl vat</th>
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<tbody>
<tr>
<td>Payroll and Tax Administration for 5 employees</td>
<td>6</td>
<td></td>
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<tr>
<td>Subtotal</td>
<td></td>
<td></td>
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<tr>
<td>VAT( if vat registered)</td>
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<tr>
<td>TOTAL</td>
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<tr>
<td><strong>Contact Details of Tenderer</strong></td>
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<tr>
<td>--------------------------------</td>
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<td></td>
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<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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<tr>
<td>The name of the contact person:</td>
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<tr>
<td>The address of the Tenderer:</td>
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<td>Telephone:</td>
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<td>Facsimile:</td>
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<td>E-mail:</td>
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<tr>
<td>Address (physical):</td>
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<td>Address (postal):</td>
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<td>Signature:</td>
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<td>Date:</td>
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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>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee 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
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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</thead>
<tbody>
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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 OF FIRM:</th>
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For office use (comments):