

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

<b>ADVERTISEMENT DATE:</b>	<b>1 March 2018</b>
<b>QUOTATION NUMBER:</b>	<b>B679/2017/18</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>Business plan: White Location Museum</b>
<b>QUOTATION DOCUMENTS ARE OBTAINABLE FROM:</b>	Company : Knysna Municipality Contact Person : Ray-Dean Miles Email : <a href="mailto:rmiles@knysna.gov.za">rmiles@knysna.gov.za</a> Tell : 044 302 6269
<b>CLOSING DATE: TIME:</b>	<b>6 March 2018 12h00</b>
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, <b>“Business Plan: White Location Museum”</b> , can be submitted: By hand to: Scm Dept.-Knysna Municipality By email to: <a href="mailto:rmiles@knysna.gov.za">rmiles@knysna.gov.za</a>  Contact person: Ray-Dean Miles Electronic bid documents must reach SCM office before the closing time
<b>COMPULSORY REQUIREMENTS:</b>	<b>Only companies/bidders with the expertise, there is a benchmark for this project.</b>
<b>TECHNICAL ENQUIRIES:</b>	Company : Knysna Municipality Contact Person : Xola Frans Email : <a href="mailto:xfrans@knysna.gov.za">xfrans@knysna.gov.za</a> Tell : 044 302 6303

**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.
- No award will be made if municipal account is not up to date.

**KAM CHETTY  
MUNICIPAL MANAGER**

**CLYDE STREET | KNYSNA**  
**“WHERE PEOPLE AND NATURE PROSPER”**

*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)*



**B679/2017/18**

**Business plan: White Location Museum**

**Qualifies**

**Scope of Work:**

**Stage 1:** Focus/proposal planning meetings with working team/community to gather relevant information for the proposal x 10 meetings.

**Stage 2:** Liaising with other potential partners in the project and then putting all the pieces together and writing the draft proposal x 14 hours

**Stage 3:** Meetings with working team to discuss draft proposal and make revisions before finalisation x 5 hours.

**Stage 4:** Submission and presentation of completed proposal for approval x 1 hour.

**PRESELECTION CRITERIA**

<b>Criteria</b>	<b>Points</b>	<b>Points Claimed</b>
<b>1. 10 years' experience in writing of business plans (attach references)</b>	<b>5</b>	
<b>2. 15 years' experience in writing of business plans (attach references)</b>	<b>10</b>	
<b>Total</b>	<b>15</b>	

**Only bidders who obtain a minimum of 5 points will be evaluated on price.**

## REFERENCES

Contact person	Tel: landline/ Cell	E-mail Address	Company name

### Inclusions

- Transport & incidentals to be included on price
- Professional collation and packaging of proposal

### Exclusions

- any research on the ground required for this proposal
- any outside professional fees which may be required in this proposal - e.g. architect, building professional, historical researcher and community project team time and related community meeting/venue/catering costs

## PRICING SCHEDULE

ITEM	PRICE
<b>Business plan: White Location Museum</b>	
<b>Sub-total</b>	
<b>Vat</b>	
<b>Grand -total</b>	



<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.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

.....  
**Contact number**