



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

Category: Contractors

<b>ADVERTISEMENT DATE:</b>	<b>9 March 2018</b>
<b>QUOTATION NUMBER:</b>	<b>B707/2017/18</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>CUTTING AND RAKING OF GRASS IN THE INDUSTRIAL AREA , KNYSNA (Street Names: Vigilance drive, Sandpiper, Meeu, Uil , Waenhout ,Meubel, Noble, Boswerker, Progress, Fechter, Jonker, Foot Path next to Old Bakery)</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>Thursday 15 March 2018 12h00</b>
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, “Cutting and raking of Grass in the Industrial Area, Knysna”, 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>Compulsory Clarification meeting will be held on. Tuesday 13 March 2018 at 12:00 (At Old Bakery – Boswerker street)</b>
<b>TECHNICAL ENQUIRIES:</b>	Company : Knysna Municipality Contact Person : Ivan van Wyk Email : <a href="mailto:ivanwyk@knysna.gov.za">ivanwyk@knysna.gov.za</a> Tell : 044 302 6327

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.

K. 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)*



**B707/2017/18**

**CUTTING AND RAKING OF GRASS IN THE INDUSTRIAL AREA, KNYNSA**

**Street Names:** Vigilance drive, Sandpiper, Meeu, Uil, Waenhout, Meubel, Noble, Boswerker, Progress, Fechter, Jonker, Foot Path next to Old bakery

**SPECIFICATIONS**

- Grass cutting on all sidewalks and municipal open spaces.
- All sidewalk lawns shall be neatly trimmed to a height not less than 20mm and not greater than 40mm.
- The contractor shall collect and remove all litter and foreign objects from site prior to mowing and dispose of it at an approved refuse site.
- Picking up and removal of cut grass must be done on the same day

**Contractors that wish to quote must have the following in place.**

- The equipment required to do the job satisfactorily.
- Vehicle/s that's in a reliable condition.
- Personal protective equipment (PPE) must be utilised on site.
- Road traffic signs to be used on site.

**N/B: Compulsory Clarification meeting will be held on. Tuesday 13 March 2018 at 12:00 (At Old Bakery – Boswerker street)**

**DESCRIPTION OF ITEM**

ITEM	SHORT DESCRIPTION	Unit price	AMOUNT ( R ) EXCL VAT
1	Cutting and raking of Grass in the Industrial Area.		
Sub total		R	
14% VAT (if VAT registered)		R	
TOTAL		R	

## INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT  <input type="checkbox"/> Yes  <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?  <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]		
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/></span> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:



Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

.....  
**Contact number**