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

<table>
<thead>
<tr>
<th>Category</th>
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</table>

**ADVERTISEMENT DATE:** 20 March 2018  
**QUOTATION NUMBER:** B746/2017/18  
**DESCRIPTION OF GOODS/SERVICES:** SUPPLY AND DELIVERY OF SUNLIGHT SOAP BARS  
**QUOTATION DOCUMENTS ARE OBTAINABLE FROM:**  
Company: Knysna Municipality  
Contact Person: Nombulelo Dliso  
Email: ndliso@knysna.gov.za  
Tell: 044 302 6438  
**CLOSING DATE:** Monday 26 March 2018  
**TIME:** 12h00  
**SUBMISSIONS:** Sealed quotations clearly marked, “B746/2017/18: SUPPLY AND DELIVERY OF SUNLIGHT SOAP BARS” can be submitted:  
By hand to: Scm Dept.-Knysna Municipality  
By email to: ndliso@knysna.gov.za  
Contact person: Nombulelo Dliso  
Electronic bid documents must reach SCM office before the closing time  
**COMPULSORY REQUIREMENTS:** Please Complete this official document  
**TECHNICAL ENQUIRIES:**  
Company: Knysna Municipality  
Contact Person: Rudi Bouwer  
Email: rbouwer@knysna.gov.za  
Tell: 044 3026378  

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.

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: nmlisana@knysna.gov.za
### DESCRIPTION OF ITEM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SHORT DESCRIPTION</th>
<th>QTY</th>
<th>Unit price</th>
<th>AMOUNT ( R ) EXCL VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sunlight Soap Bars 42 x 500 grams Per box</td>
<td>45 Boxes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub total: R

14% VAT (if VAT registered): R

Total: R
**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)

**BID NUMBER:**

**CLOSING DATE:**

**CLOSING TIME:**

**DESCRIPTION**

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

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**SUPPLIER INFORMATION**

**NAME OF BIDDER**

**POSTAL ADDRESS**

**STREET ADDRESS**

**TELEPHONE NUMBER**

**CELLPHONE NUMBER**

**FACSIMILE NUMBER**

**E-MAIL ADDRESS**

**VAT REGISTRATION NUMBER**

**TAX COMPLIANCE STATUS**

<table>
<thead>
<tr>
<th>TCS PIN:</th>
<th>OR</th>
<th>CSD No:</th>
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</thead>
<tbody>
<tr>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</td>
</tr>
<tr>
<td>[ ] No</td>
<td>[ ] No</td>
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</tbody>
</table>

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

**ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**

| [ ] Yes | [ ] No |

[IF YES ENCLOSE PROOF]

**ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?**

| [ ] Yes | [ ] No |

[IF YES, ANSWER PART B:3 ]

**TOTAL NUMBER OF ITEMS OFFERED**

**SIGNATURE OF BIDDER**

| [ ] Yes | [ ] No |

**TOTAL BID PRICE** R

**CAPACITY UNDER WHICH THIS BID IS SIGNED**

| [ ] Yes | [ ] No |

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:**

**TECHNICAL INFORMATION MAY BE DIRECTED TO:**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTACT PERSON</th>
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<tr>
<th>TELEPHONE NUMBER</th>
<th>FACSIMILE NUMBER</th>
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### 1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED**—(NOT TO BE RE-TYPED) OR ONLINE

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.

### 2. TAX COMPLIANCE REQUIREMENTS

2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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.

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](http://www.sars.gov.za).

2.4. FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN SECTION 3.

2.5. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
   - YES
   - NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?
   - YES
   - NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
   - YES
   - NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
   - YES
   - NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
   - YES
   - NO

**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.**

**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:**