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

**Category:**

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>Wednesday, 28 March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>B758/2017/19</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>MIG 195749 UPGRADE OF SIDEWALKS NORTHERN AREAS: QUOTATION TO BE APPOINTED AS HEALTH AND SAFETY AGENT</td>
</tr>
</tbody>
</table>
| QUOTATION DOCUMENTS ARE OBTAINABLE FROM: | Company: Knysna Municipality 
Contact Person: Vuyolwethu Nobatana 
Email: vnobatana@knysna.gov.za 
Tell: 044 302 6595 |
| CLOSING DATE: | Tuesday, 03 April 2018 |
| TIME: | 12h00 |
| SUBMISSIONS: | Sealed quotations clearly marked, “B758/2017/18”, can be submitted: 
By hand to: Scm Dept.-Knysna Municipality 
By email to: vnobatana@knysna.gov.za 
Contact person: Vuyolwethu Nobatana 
Electronic bid documents must reach SCM office before the closing time |
| COMPULSORY REQUIREMENTS: | None |
| TECHNICAL ENQUIRIES: | Company: Knysna Municipality 
Contact Person: Bryan Campher 
Email: bcampher@knysna.gov.za 
Tell: 044 302 6435 |

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.

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 – Council adverts – Supply Chain Management – SCM e-mail list – complete info and click on submit form. Enquiries may be directed to: nmilisana@knysna.gov.za
### DESCRIPTION OF ITEM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SHORT DESCRIPTION</th>
<th>QTY</th>
<th>AMOUNT ( R ) EXCL VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compile in liaison with Client a project specific health and safety specification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Discuss and comment on contractor’s draft plan</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Approve final H&amp;S plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Monitoring the execution of the construction work for 1 month (say) 2 visits per month</td>
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<td></td>
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<tr>
<td>5</td>
<td>Project management</td>
<td></td>
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<tr>
<td>6</td>
<td>Quality control of process</td>
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<td></td>
<td><strong>Sub total</strong></td>
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<td><strong>R</strong></td>
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<tr>
<td></td>
<td><strong>14% VAT (if VAT registered)</strong></td>
<td></td>
<td><strong>R</strong></td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>R</strong></td>
</tr>
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</table>
SPECIFICATIONS

1. **Legal framework of the appointment**

   Under the current Construction regulations, the responsibilities and liabilities to ensure health and safety on a project remain with client and failure to comply with these regulations is a criminal offence.

   As set out on regulation 5(6) of the Regulations, The client may appoint a competent person as an Agent in writing to act as the client’s shall as far as is reasonably practicable, apply to the appointed Agent.

2. **Proposed scope of work**

   The scope of work of the Agent will in general cover the requirements of regulation 5 of the Regulations. More specifically, it will entail the following:

   2.1 Provide a project specific health and safety specification to the Principal Contractor. The Client has done a general specification by including this specification in the tender documents, which the tenderers cost to comply with the Regulations in their tenders.

   2.2 Ensure that the principal contractor that will be appointed has the necessary competencies and resources to carry out the construction work safely.

   2.3 Take reasonable steps to ensure all contractors appointed by the client to comply with these Regulations.

   2.4 Ensure before any work commences on a site that the principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational injuries and Diseases Act, 1993 (Act No.130 of 1993).

   2.5 Discuss and negotiate with the Principal Contractor the contents of his draft health and safety plan for final approval for implementation to ensure that it covers all the aspects it is required to in terms of the Act. This will be done as soon as is practicable after the Contractor has been appointed but before any construction, work is executed.

   2.6 Finally approve the health and safety plan implementation. This will also be done before the Contractor will be allowed to commence with the construction work.

   2.7 Take reasonable steps to ensure each contractor’s health and safety plan contemplated in regulation 7(1) (a) is implemented and maintained.

   2.8 Ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least every 14 days.

   2.9 Ensure that a copy of the health and safety audit report contemplated in the paragraph above is provided to the principal contractor within seven days after the audit.

   2.10 Stop any contractor from executing a construction activity, which poses a threat to the health and safety of persons, which is not in accordance with the client’s health and safety specifications and the principal contractor’s health and safety plan for the site.

   2.11 Ensure that the health and safety file contemplated in regulation 7(1) (b) is kept and maintained by the principal contractor.

   2.12 Manage the health and safety and monitor the execution of the construction work to ensure that this is being done in accordance with the Contractor’ health and safety plan in this contract.
Monitoring by the Agent will be carried out at an absolute minimum of 2 times per month, but the responsibility remains with the Agent to ensure that all Health and Safety requirements are adhered to, thus inspections may be required on a weekly or daily basis.

Monitoring will consist of a walk through inspection of the site together with the auditing of all register and documents the Principal Contractor and Sub-Contractors are required to maintain.

A monthly non-compliance report must be submitted to the client in which all instances where the Principal Contractor has deviated from the requirements of his health and safety plan. Together with the actions taken by the Agent, will be recorded.

2.13 On completion of the contract, all relevant documentation generated by the Principal Contractor as well as a final non-compliance report must be submitted to the client.

3. **Contract data**

The works in Ward 7 Northern Areas comprises the following:

3.1 Setting out of the site and notifying the works will affect all parties as well as obtaining the relevant approvals.

3.2 Construct concrete block retaining wall lower than one metre high.

3.3 Clear and excavate in situ material.

3.4 Install kerbs complete with concrete haunching.

3.5 Scarifying, Levelling and Compaction of existing road bed to 90% mod AASHTO

3.6 Import 150mm G5 layer and compact to 95% mod AASHTO

3.7 Supply and lay a 30mm sand bed and compact.

3.8 Supply and install 60mm interlocking cement pavers.

3.9 Compact paving using light paving compacter.

3.10 Wash in with sand only.

3.11 Clear and clean site.

**Anticipated Construction Duration**

*1 month*

**Provisional Start Date**

*April 2018*

**Completion Date**

*May 2018*

4. **The proposed set out of your quotation should be as follows:**

4.1 **Proposed personnel**

The following staff members will collectively fulfill the role of Agent:

- ......................
- ......................
4.2 **Estimated budget**

4.2.1 The budget which is proposed below is based on the following assumptions:

- A construction period of 1 month. Assumed at least two visits per month i.e. 2 visits required (See item 2.12).
- The Principal Contractor has a good understanding of his responsibilities in terms of the Act, and therefore being able to prepare a good quality draft health and safety plan. In other words, we have not allowed for "training" the contractor in this regard.

4.2.2 Proposed budget

- Compile in liaison with Client a project specific health and safety specification: R………………
- Discuss and comment on contractor’s draft plan: R………………
- Approve final H&S plan: R………………
- Monitoring the execution of the construction work for 1 month (say) 2 visits per month: R………………
- Project management: R………………
- Quality control of process: R………………
- Total estimated cost: R………………

The budget amounts are exclusive of VAT

4.2.3 Frequency of invoicing.

Invoices will be submitted directly to the Client on a monthly basis on the basis of the work completed up to that point.

5. Find enclosed with this letter the extract of the tender document with respect to the extent of the work as well as general health and safety specifications for your use and comments.

6. **Conclusion**

Should your quotation be successful you would be appointed directly by the Knysna Municipality in terms of their standard conditions for Service Providers.

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1. **EVALUATION**

All bids will be evaluated on the basis of functionality and price.
1.1 FUNCTIONALITY
Regarding functionality, the following criteria will be applicable and the maximum weighting of each criterion is indicated in brackets:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification in Health and safety services (Proof of qualification must be attached)</td>
<td></td>
</tr>
<tr>
<td>Previous Municipal experience (List of at least 3 projects with contactable references)</td>
<td></td>
</tr>
<tr>
<td>Must be registered with SACPCMP as a Safety Agent</td>
<td></td>
</tr>
<tr>
<td>▪ Proven Track Record</td>
<td>(40)</td>
</tr>
<tr>
<td>▪ Previous Municipal Experience</td>
<td>(30)</td>
</tr>
<tr>
<td>- 1 Contactable reference = 10 points</td>
<td></td>
</tr>
<tr>
<td>- 2 Contactable reference = 20 points</td>
<td></td>
</tr>
<tr>
<td>- 3 Contactable reference = Maximum points</td>
<td></td>
</tr>
<tr>
<td>▪ Relevant Qualifications</td>
<td>(20)</td>
</tr>
<tr>
<td>- Certificate = 10</td>
<td></td>
</tr>
<tr>
<td>- Diploma or higher = Maximum points</td>
<td></td>
</tr>
</tbody>
</table>

A bidder that scores less than 60 points out of 90 in respect of functionality will be regarded as submitting a non-responsive bid and you will be disqualified.
**INVITATION TO BID**

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

<table>
<thead>
<tr>
<th>BID NUMBER:</th>
<th>CLOSING DATE:</th>
<th>CLOSING TIME:</th>
</tr>
</thead>
</table>

**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)

**SUPPLIER INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>POSTAL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TELEPHONE NUMBER</th>
<th>CODE</th>
<th>NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CELLPHONE NUMBER</th>
<th>CODE</th>
<th>NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FACSIMILE NUMBER</th>
<th>CODE</th>
<th>NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS</th>
<th>VBAE</th>
<th>VAT REGISTRATION NUMBER</th>
</tr>
</thead>
</table>

**TAX COMPLIANCE STATUS**

<table>
<thead>
<tr>
<th>TCS PIN:</th>
<th>OR</th>
<th>CSD No:</th>
</tr>
</thead>
</table>

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]**

- Yes
- No

**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**

**TOTAL BID PRICE**

**R**

**SIGNATURE OF BIDDER**

.............................................

**DATE**

**CAPACITY UNDER WHICH THIS BID IS SIGNED**

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

**TECHNICAL INFORMATION MAY BE DIRECTED TO:**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>SCM</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON</td>
<td>VUYOLWETHU NOBATANA</td>
<td>TELEPHONE NUMBER</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td>044 302 6595</td>
<td>FACSIMILE NUMBER</td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
<td><a href="mailto:vnobatana@knysna.gov.za">vnobatana@knysna.gov.za</a></td>
<td>E-MAIL ADDRESS</td>
</tr>
</tbody>
</table>
# Part B
## Terms and Conditions for Bidding

### 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.

2.4. Foreign suppliers must complete the pre-award questionnaire in Part B: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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1. Is the entity a resident of the Republic of South Africa (RSA)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2. Does the entity have a branch in the RSA?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3. Does the entity have a permanent establishment in the RSA?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4. Does the entity have any source of income in the RSA?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5. Is the entity liable in the RSA for any form of taxation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
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</tbody>
</table>

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:**
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. .................................................................................................

¹MSCM 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.

² 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 ........................................................................................................

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
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<tbody>
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…………………………………

Signature

…………………………………

Date

…………………………………

Capacity

…………………………………

Name of Bidder

…………………………………

Contact number