



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

Category: **Website development & content adjustment management and Website development**

ADVERTISEMENT DATE:	25 April 2018
QUOTATION NUMBER:	B826/2017/18
DESCRIPTION OF GOODS/SERVICES:	B826/2017/18 "Website development & content adjustment management and Website development.
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company : Knysna Municipality Contact Person : Phindiswa Mseleni Email : pmseleni@knysna.gov.za Tell : 044 302 6269
CLOSING DATE: TIME:	30 April 2018 12:00
SUBMISSIONS:	Sealed quotations clearly marked, " B826/2017/18: B826/2017/18 Website development & content adjustment management and website development ", can be submitted: By hand to: SCM Dept-Knysna Municipality By email to: pmseleni@knysna.gov.za Contact person: Phindiswa Mseleni Electronic bid documents must reach SCM office before the closing time
COMPULSORY REQUIREMENTS:	None
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Petrus van Niekerk Email : pvanniekerk@knysna.gov.za Tell : 044 302 6360

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.

CLYDE STREET | KNYSNA
KAM CHETTY
MUNICIPAL MANAGER



B826/2017/18: KNYSNA TIMBER FESTIVAL WEBSITE UPDATE, CONTENT ADJUSTMENT AND MANAGEMENT AND WEBSITE DEVELOPMENT.

SPECIFICATION:

1. **Website Update, Content Adjustment & Management:** Services are required to create an updated exhibitor application form, amend and design the new festival exhibition and tent layout, structure and costs and upload to website. Loading of all 2018 festival information such as factory tours, occupational awareness career day programme, industry workshop details, contributing sponsors details as well as any related fringe events/activities and link content to festival social media feed.

2. **Webpage Development** – In addition to 1. The development and registration of a website for the Knysna Timber Initiative is required. The webpage can have similarities to the Knysna Timber Festival website but should have a distinct/unique look and feel to distinguish it from the festival website. The website should include basic pages such as a homepage with background information, a membership application page, a member-listing page with member details and a link back to the Knysna Timber Festival website. KTI will supply the service provider with specific content that the service provider should upload to the website

DESCRIPTION OF ITEMS:

ITEM	SHORT DESCRIPTION	QTY	Unit price	AMOUNT (R) EXCL VAT
1	Knysna Timber Festival Website Content Update and Management			
2	Knysna Timber Initiative Website Development			
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:	B826/2017/18	CLOSING DATE:	30 April 2018	CLOSING TIME:	12:00
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DESCRIPTION **B826/2017/18 "Website development & content adjustment management and Website development.**

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

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	

[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?	<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]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE R
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:	TECHNICAL INFORMATION MAY BE DIRECTED TO:
DEPARTMENT	CONTACT PERSON

SCM		
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			Petrus Van Niekerk
CONTACT PERSON	Phindiswa	TELEPHONE NUMBER	044 302 6360
TELEPHONE NUMBER	044 302 6269	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	pvaniekerk@knysna.gov.za
E-MAIL ADDRESS	pmseleni@knysna.gov.za		

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	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>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.</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:

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CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE