



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

Category: **Mentorship support**

<b>ADVERTISEMENT DATE:</b>	02 May 2018
<b>QUOTATION NUMBER:</b>	<b>B828/2017/18</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>B828/2017/18- Provide Mentorship support for Knysna Oyster Festival Event Participants</b>
<b>QUOTATION DOCUMENTS ARE OBTAINABLE FROM:</b>	Company : Knysna Municipality Contact Person : Phindiswa Mseleni Email : <a href="mailto:pmseleeni@knysna.gov.za">pmseleeni@knysna.gov.za</a> Tell : 044 302 6269
<b>CLOSING DATE: TIME:</b>	04 May 2018 12:00
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked <b>B828/2017/18 Provide Mentorship support for Knysna Oyster Festival Event Participants ”</b> , can be submitted: By hand to: Scm Dept-Knysna Municipality By email to: <a href="mailto:pmseleeni@knysna.gov.za">pmseleeni@knysna.gov.za</a>  Contact person: Phindiswa Mseleni Electronic bid documents must reach SCM office before the closing time
<b>COMPULSORY REQUIREMENTS:</b>	None
<b>TECHNICAL ENQUIRIES:</b>	Company : Knysna Municipality Contact Person : Ilse van Schalkwyk Email : <a href="mailto:ivanschalkwyk@knysna.gov.za">ivanschalkwyk@knysna.gov.za</a> Tell : 044 302 6358

**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  
MUNICIPAL MANAGER  
KAM CHETTY**



**B828/2017/18: Provide Mentorship support for Knysna Oyster Festival Event Participants**

**Specification**

Provide Mentorship support to participants in the event incubator programme for the 2018 Pick ‘n Pay Knysna Oyster Festival. This will include working with the 4 participants in terms of event planning and event management mentorship. The mentor will also need to be present at all 4 events and provide a report to the Manager Economic Development on each participants progress, recommendations etc.

Each bidder must submit a CV with relevant mentor experience. Each bidder must submit a project methodology linked to the specifications of the quote relating to the above services required with monthly deliverables and a timeframe as to how and when mentoring will be done.

**DESCRIPTION OF ITEM: Knysna Oyster Festival Event Mentor**

ITEM	SHORT DESCRIPTION	QTY	Unit price	AMOUNT ( R ) EXCL VAT
1	Event Management Training – 4 participants			
2	Mentorship up until events			
3	Feedback Report			
4				
5				
6				
<b>Sub total</b>			<b>R</b>	
<b>14% VAT (if VAT registered)</b>			<b>R</b>	
<b>TOTAL</b>			<b>R</b>	

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	B828/2017/18	CLOSING DATE:	04 May 2018	CLOSING TIME:	12:00
DESCRIPTION	<b>B828/2017/18 : Provide Mentorship support for Knysna Oyster Festival Event Mentor</b>				
<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)					
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:		<b>OR</b>	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>					

<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE</b>	<b>R</b>
<b>SIGNATURE OF BIDDER</b>	.....	<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	SCM	CONTACT PERSON	Ilse Van Schalkwyk
CONTACT PERSON	Phindiswa	TELEPHONE NUMBER	044 302 6358
TELEPHONE NUMBER	044 302 6269	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	ivanschalkwyk@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](http://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)?  
NO  YES
- 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?  
NO  YES
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  
NO  YES
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  
NO  YES

**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