



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

TROPHIES: LIBRARY OUTREACH PROJECTS

ADVERTISEMENT DATE:	02 MAY 2018
QUOTATION NUMBER:	B845/2017/18
DESCRIPTION OF GOODS/SERVICES:	TROPHIES
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company : Knysna Municipality Contact Person : Nadia Majola Email : nmajola@knysna.gov.za Tell : 044 3026509
CLOSING DATE: TIME:	Friday 04 May 2018 12h00
SUBMISSIONS:	Sealed quotations clearly marked, "TROPHIES" , can be submitted: By hand to: Scm Dept-Knysna Municipality By email to: nmajola@knysna.gov.za Contact person: Nadia Majola Electronic bid documents must reach SCM office before the closing time
COMPULSORY REQUIREMENTS:	None
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Zoliswa Mphekeleni Email : zmphekeleni@knysna.gov.za Tell : 044 3026498 or 3026310

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



SPECIFICATIONS

B845/2017/18 - TROPHIES SERVICES

Category	Quantity	DESCRIPTION
Reading Floating trophy /Debate	3	Large wooden Trophy with a knowledge Figurine on top and Victory flame as a Centre piece, Gold Name plate engraved with Knysna Municipality Logo;Knysna Municipal Library services Reading Competition in the stand and a gold name plate for engraving the school name for the particular year but this is a floating trophy so the gold name plate must be large enough to write on for 5 years.
Debate Floating trophy	3	Large wooden Trophy with a Knowledge Figurine on top and Victory flame as a Centre piece, Gold Name plate engraved with Knysna Municipality Logo: Knysna Municipal Library services Debate Competition in the stand and a gold name plate for engraving the school name for the particular year but this is a floating trophy so the gold name plate must be large enough to write on for 5 years.
Spelling Bee	12	Trophy Combo sets Height 20cm,18cm & 16cm with a Spelling Bee Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Spelling Competition
Debate	6	Trophy Combo sets Height 20cm,18cm & 16cm with a Debate Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Debate Competition
Reading	12	Trophy Combo sets Height 20cm,18cm & 16cm with a Reading Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Reading Competition
Writing Competition		
Writing competition	12	Trophy Combo sets Height 20cm,18cm & 16cm with a writing Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Writing Competition
Bookclub Championship		
Book Review	3	Trophy Combo sets Height 20cm,18cm & 16cm with a Book Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Book Review Competition
Debate	3	Trophy Combo sets Height 20cm,18cm & 16cm with a Debate Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Debate Competition
Reading	3	Trophy Combo sets Height 20cm,18cm & 16cm with a Reading Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Reading Competition
Spelling Bee	3	Trophy Combo sets Height 20cm,18cm & 16cm with a Spelling Bee Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Spelling Competition

INCLUDED IN PRICE

- i) Price to include postage & delivery to Knysna

ADDITIONAL REQUIREMENTS

- i) A supplier must provide a photo of all the items indicated above.
- ii) Service provider must be able to deliver in 1 month

PRICING SCHEDULE

DESCRIPTION	Quantity	Price
Large wooden Trophy with a knowledge Figurine on top and Victory flame as a Centre piece, Gold Name plate engraved with Knysna Municipality Logo;Knysna Municipal Library services Reading Competition in the stand and a gold name plate for engraving the school name for the particular year but this is a floating trophy so the gold name plate must be large enough to write on for 5 years.	3	
Large wooden Trophy with a Knowledge Figurine on top and Victory flame as a Centre piece, Gold Name plate engraved with Knysna Municipality Logo: Knysna Municipal Library services Debate Competition in the stand and a gold name plate for engraving the school name for the particular year but this is a floating trophy so the gold name plate must be large enough to write on for 5 years.	3	
Trophy Combo sets Height 20cm,18cm & 16cm with a Spelling Bee Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Spelling Competition	12	
Trophy Combo sets Height 20cm,18cm & 16cm with a Debate Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Debate Competition	6	
Trophy Combo sets Height 20cm,18cm & 16cm with a Reading Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Reading Competition	12	
Trophy Combo sets Height 20cm,18cm & 16cm with a writing Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Writing Competition	12	
Trophy Combo sets Height 20cm,18cm & 16cm with a Book Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Book Review Competition	3	
Trophy Combo sets Height 20cm,18cm & 16cm with a Debate Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Debate Competition	3	
Trophy Combo sets Height 20cm,18cm & 16cm with a Reading Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Reading Competition	3	
Trophy Combo sets Height 20cm,18cm & 16cm with a Spelling Bee Figurine, Knysna Municipality Logo, Knysna Municipal Library Services Spelling Competition	3	
TOTAL(INCL VAT)		

The name of the Tenderer:			
The name of the Contact person:			
Physical address of the Tenderer:			
		Postal Code:	
Postal address of the Tenderer:			
		Postal Code:	
Cellular number:			
Telephone number:			
Facsimile:			
E-mail address:			

KMBD 4

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, hareholder²):

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.

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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.

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Signature

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Date

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Capacity

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Name of Bidder

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Contact number