



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

Category: Supply of Newspapers

ADVERTISEMENT DATE:	02 August 2018
QUOTATION NUMBER:	B085/2018/19
DESCRIPTION OF GOODS/SERVICES:	SUPPLY OF DAILY AND WEEKEND NEWSPAPERS TO SEDGEFIELD LIBRARIES
QUOTATION DOCUMENTS ARE OBTAINABLE FROM:	Company : Knysna Municipality Contact Person : Phindiswa Mseleni Email : pmseleni@knysna.gov.za Tell : 044 302 6269
CLOSING DATE: TIME:	06 August 2018
SUBMISSIONS:	Sealed quotations clearly marked, “ B085/2018 Supply of Daily and Weekend Newspapers to Sedgefield Libraries ”, 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 : Xola Frans Email : xolfrans@knysna.gov.za Tell : 044 3026303

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.



Supply of Daily and Weekend Newspapers

SPECIFICATIONS

SUPPLY OF DAILY AND WEEKEND NEWSPAPERS TO SEDGEFIELD MUNICIPAL LIBRARIES

<u>Supply of newspapers from August 2018– June 2019</u>		
Newspaper	Quantity	Edition
Die Burger	269	N/A
The Knysna-Plett Herald	51	N/A
George Herald	51	N/A
Cape Times	269	N/A
Saturday Burger	59	N/A
Weekend Argus	59	N/A
Sunday Times	59	N/A
Rapport	118	N/A
Son	269	N/A

SPECIAL REQUIREMENTS & CONDITIONS

1. Suppliers will be required to invoice the Municipality on actual newspapers supplied.
2. The Municipality will be credited for newspapers not supplied.
3. The bidding price will be regarded as indicative as the Municipality will be invoiced per stipulation in 1 & 2 above.
4. Library Staff will collect the newspapers from the supplier.
5. All daily newspapers must be supplied before midday on the day of publication. No late supplies will be accepted.
6. Sunday editions will be collected on the Monday or the first working day if Monday is a public holiday. Suppliers will be required to keep copies for the library.
7. The supplier may invoice the municipality fortnightly, monthly OR quarterly after the newspapers have been supplied. The municipality will not be able to pay on delivery.
8. The Supplier must be located in the Sedgfield CBD OR be able to deliver to the Sedgfield library free of charge as the Client is not providing for delivery costs.

DESCRIPTION OF ITEM

Pricing Schedule

Supply of newspapers from August 2018- June 2019			
Newspaper	Quantity	Unit Price	Total Amount
Die Burger	269		
Knysna-Plett Herald	51		
George Herald	51		
Cape Times	269		
Saturday Burger	59		
Weekend Argus	59		
Sunday Times	59		
Rapport	118		
Son	269		
		<i>Vat: R</i>	
		Annual Grand Total	



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.

.....

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

.....

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

.....

Contact number