The Knysna Municipality is inviting quotations from suitable service providers for the services described below.
Category: Supply and delivery of 74 Corporate Branded

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>02 August 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>B087/2018/19</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>Supply and delivery of 74 Corporate Branded – Alpine Unisex puffed jackets</td>
</tr>
</tbody>
</table>
| QUOTATION DOCUMENTS ARE OBTAINABLE FROM: | Company: Knysna Municipality  
Contact Person: Phindiswa Mseleni  
Email: pmseleni@knysna.gov.za  
Tell: 044 302 6269 |
| CLOSING DATE: | 06 August 2018 |
| SUBMISSIONS: | Sealed quotations clearly marked, “B087/2018 Supply and delivery of 74 Corporate Branded-Alpine Unisex puffed jackets”, 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: | Local production and content 100% |
| TECHNICAL ENQUIRIES: | Company: Knysna Municipality  
Contact Person: Tracey –Lee Burger  
Email: tburger@knysna.gov.za  
Tell: 044 302 6412 |

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.
**B087/2018/19: Supply and delivery of: 74 Alpine Unisex puffed jackets with Knysna Municipality Logo and Department description embroidered on left-hand side**

**SPECIFICATIONS:**
B087/2018/19 for supply and delivery of Corporate branded alpine unisex puffed jackets embroidered with municipal logo and the following various department underneath the logo as specified below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Description</th>
<th>Price P/Item Excluding</th>
<th>Vat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6</td>
<td><strong>Small:</strong> Corporate branded alpine unisex puffed jackets embroidered with municipal logo and the following department underneath the logo: Corporate Services</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>1</td>
<td><strong>Medium:</strong> Corporate branded alpine unisex puffed jackets embroidered with municipal logo and the following department underneath the logo: Corporate Services</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>3</td>
<td><strong>Large:</strong> Corporate branded alpine unisex puffed jackets embroidered with municipal logo and the following department underneath the logo: Corporate Services</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>4</td>
<td><strong>Extra large:</strong> Corporate branded alpine unisex puffed jackets embroidered with municipal logo and the following department underneath the logo: Corporate Services</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1</td>
<td>1</td>
<td><strong>XX Large:</strong> Corporate branded alpine unisex puffed jackets embroidered with municipal logo and the following department underneath the logo: Corporate Services</td>
<td></td>
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</tbody>
</table>

**Total** 15
Pricing Schedule

Supply and delivery of Corporate branded alpine unisex puffed jackets embroidered with municipal logo and the following department underneath the logo:

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>R</th>
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<tbody>
<tr>
<td>Vat (if vat registered)</td>
<td>R</td>
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<tr>
<td>Total</td>
<td>R</td>
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The following conditions will apply:

- Price must include all related expenses, i.e. transport, accommodation etc.
- Delivery must be within 48 hours or as agreed with the client after placement of an order, to the offices as indicated on the printed order.
- Samples must be submitted with RFQ document. No samples will be requested or accepted after closing date.
- Pricing must be completed on all items in the pricing schedule provided.
- If the successful (preferred) bidder cannot deliver the goods within the delivery period as indicated, the bidder must inform the Municipality in writing of delays in delivery.
- Should the bidder fail to inform the Municipality and the goods are not delivered within the delivery period, the order will be cancelled and the Municipality will automatically source the goods from the alternative bidder.
- The intention of this RFQ is for the municipality to not carry stock.
- Required items must be delivered on a Just on Time basis.
- The Municipality will issue a “call off” order for the estimated amount and requirements will be drawn against this as and when required.
- The intention of this quotation will be to reduce own stock levels.
- Stock must be available as and when required.
- Invoices will be paid on a monthly basis. Invoices must be e-mailed to jcordier@knysna.gov.za as well as nbarnard@knysna.gov.za
- All invoices and statements must reflect the order number.
- Bidders must insist on an Official order.
- Only an official order and appointment letter will bind the Council.
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: 

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KMBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state.

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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<td>Signature</td>
<td>Date</td>
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</tr>
<tr>
<td>Capacity</td>
<td>Name of Bidder</td>
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<tr>
<td>Contact number</td>
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<td></td>
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</tbody>
</table>