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

**Category:** Catering

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>10 May 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>B879/2017/18 Catering for CWP District Meeting</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>Catering for CWP District Meeting</td>
</tr>
<tr>
<td>QUOTATION DOCUMENTS ARE OBTAINABLE FROM:</td>
<td>Company: Knysna Municipality</td>
</tr>
<tr>
<td></td>
<td>Contact Person: Phindiswa Mseleni</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:pmseleni@knysna.gov.za">pmseleni@knysna.gov.za</a></td>
</tr>
<tr>
<td></td>
<td>Tell: 044 302 6269</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>14 May 2018</td>
</tr>
<tr>
<td>TIME:</td>
<td>12:00</td>
</tr>
</tbody>
</table>

**SUBMISSIONS:** Sealed quotations clearly marked, “B879/2017/18: Catering for CWP District Meeting”, 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:** Eden district municipality Health certificate

**TECHNICAL ENQUIRIES:**
- Company: Knysna Municipality
- Contact Person: Jacky Kalani
- Email: jkalani@knysna.gov.za
- Tell: 044 302 6535

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.

**MUNICIPAL MANAGER**
K Chetty

CLYDE STREET | KNYSNA
Specification

Details for catering are as follows:

- Date: 15 May 2018
- Purpose: CWP District Meeting
- Venue: Council Chambers

- Tea/Coffee with variety of scones & sandwiches should be served at the venue at 08h00
- Lunch should be served at the at 13h00
- Caterer should provide all necessary cutlery & crockery at the venue

Lunch: (Full lunch)
Lasagne and green salad and juice

Pricing Schedule:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SHORT DESCRIPTION</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>AMOUNT ( R ) EXCL VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Menu-Please refer to specification above</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Urn and Cups and teaspoons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub total</td>
<td></td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15% VAT (if VAT registered)</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>R</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)

<table>
<thead>
<tr>
<th>BID NUMBER:</th>
<th>B879/2017/18</th>
<th>CLOSING DATE:</th>
<th>14 May 2018</th>
<th>CLOSING TIME:</th>
<th>12:00</th>
</tr>
</thead>
</table>

DESCRIPTION

Catering for CWP District Meeting

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

CELLPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

TAX COMPLIANCE STATUS

TCS PIN: OR CSD No:

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]

☐ Yes ☐ No

B-BBEE STATUS LEVEL SWORN AFFIDAVIT

☐ Yes ☐ 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]
<table>
<thead>
<tr>
<th>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</th>
<th>☐ Yes ☐ No</th>
<th>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>[IF YES ENCLOSURE PROOF]</td>
<td></td>
<td>[IF YES, ANSWER PART B:3 ]</td>
<td></td>
</tr>
<tr>
<td>TOTAL NUMBER OF ITEMS OFFERED</td>
<td></td>
<td>TOTAL BID PRICE R</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE OF BIDDER</td>
<td></td>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>CAPACITY UNDER WHICH THIS BID IS SIGNED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</td>
<td>TECHNICAL INFORMATION MAY BE DIRECTED TO:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>SCM</td>
<td>CONTACT PERSON</td>
<td>Jacky Kalani</td>
</tr>
<tr>
<td>CONTACT PERSON</td>
<td>Phindiswa</td>
<td>TELEPHONE NUMBER</td>
<td>044 302 6535</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td>044 302 6269</td>
<td>FACSIMILE NUMBER</td>
<td></td>
</tr>
<tr>
<td>FACSIMILE NUMBER</td>
<td></td>
<td>E-MAIL ADDRESS</td>
<td><a href="mailto:jkalani@knysna.gov.za">jkalani@knysna.gov.za</a></td>
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<td><a href="mailto:pmseleni@knysna.gov.za">pmseleni@knysna.gov.za</a></td>
</tr>
</tbody>
</table>
## 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)?

- [ ] YES
- [ ] NO

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?

- [ ] YES
- [ ] NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

- [ ] YES
- [ ] NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

- [ ] YES
- [ ] NO

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