The Knysna Municipality is implementing an online purchasing management system. This system allows vendors to register online, receive automated alerts via e-mail and will eventually allow vendors to submit bids electronically. All opportunities >R30 000 (RFQ’s and Tenders) are processed through our online system. To register go to www.knysna.gov.za – Council adverts – Supply Chain Management – SCM e-mail list – complete info and click on submit form. Enquiries may be directed to: nmlisana@knysna.gov.za
C001/2017/18: LEASING OF OFFICE SPACE 01 JULY 2017 UNTIL 30 JUNE 2018:

Specifications:

- Space for the placement of a container to be the office for the Ward Councilor of Ward 4;
- The required space must be in Ward 4, within a radius of 100 meters of the Municipal Office space situated at Erf 9933;
- The space must be suitable for the placement of a container with dimensions of 1 *6m office;
- The space for the container should be bordering the Erf so that the office doors could be leading straight onto the roads;
- There should also be enough space for the parking of at least 3 vehicles of the road (not obstructing any traffic); and
- The rental should also include monthly electricity fees.

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<th>DESCRIPTION OF ITEM</th>
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<td>ITEM</td>
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<td>Sub total</td>
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<tr>
<td>14% VAT (if VAT registered)</td>
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<td>TOTAL</td>
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| 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:                          |                           |
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, 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. ............................................................................................

³MSCM 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.

²Shareholder” 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  
   …………………………………………………………………………………………………………..

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<tr>
<th>Full Name</th>
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Signature                                                      Date

………………………………………………………….. 
Capacity                                                        Name of Bidder

………………………………………………………….. 
Contact number