The Knysna Municipality is inviting quotations from suitable suppliers for the goods described below.
Category – Supply and Fit Kitchen Cupboards

(For publication on the Knysna Municipality website and notice boards)

**ADVERTISEMENT DATE:** 18 March 2016

**RFQ NUMBER:** C42/2015/16

**DESCRIPTION OF GOODS/SERVICES:** Supply and Fit Kitchen Cupboards, Supply and Fit hot water system and supply and fit reception desk and shelving

**RFQ DOCUMENTS ARE OBTAINABLE FROM:** Supply Chain Management Section
Clyde Street
Knysna
or
Knysna Municipality website: www.knysna.gov.za (Information Centre>RFQs)

**CLOSING DATE:** 24 March 2016
**TIME:** 12h00

**SUBMISSIONS:** Sealed quotations clearly marked, Supply and Fit Kitchen Cupboards, Supply and Fit hot water system and supply and fit reception desk and shelving, can be submitted:

By hand to: Supply Chain Management Section
Knysna Municipality
Clyde Street
Knysna

By fax to: 086 650 1415

By email to: procurement@knysna.gov.za

Contact person: Nombulelo Mlisana (Tel: 044 302 6438)

Electronic bid documents must reach the Supply Chain Management Section before the closing time.

**COMPULSORY REQUIREMENTS:** None

**TECHNICAL ENQUIRIES:** Wayne Sternsdorf
Sedgefield Fire station
044 349 2902
082 717 2036

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.

**GS EASTON**
**MUNICIPAL MANAGER**

**CLYDE STREET | KNYSNA**

"WHERE PEOPLE AND NATURE PROSPER"

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
Supply and Fit Kitchen Cupboards, Reception unit and shelving and hot water system to Specifications:

- Colour Melamine exterior
- Formica Tops
- Visible sides and Panels – Colour Melamine
- Interior- White Melamine
- Doors – Colour Melamine with 2mm edging
- Handles 128mm Bar
- Sink – 800 x 400 Franke Projecline sink and tap
- Kick plates – Solid Pine
- 30 Litre Kwikot Geyser (Installed and connected)
- Installation of Free standing stove (Supplied)
- Refer to Drawing

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<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Price (Excl. Vat)</th>
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<tbody>
<tr>
<td>Kitchen</td>
<td>Kitchen Unit, including manufacture, installation and hot water system</td>
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<td>(connected and installed)</td>
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<tr>
<td>Reception</td>
<td>Reception Counter with drawers and additional side shelving</td>
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Sub Total

VAT (if VAT registered)

TOTAL PRICE
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<th>The name of the Tenderer:</th>
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<td>The name of the Contact person:</td>
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<td>Physical address of the Tenderer:</td>
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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.
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:

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

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

Contact number ..........................................................................................................................