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

### Category: Service Provider

**ADVERTISEMENT DATE:** 19 May 2017  
**QUOTATION NUMBER:** C706/2016/17  
**DESCRIPTION OF GOODS/SERVICES:** Service provider to implement a Youth-at-Risk program with 20 youth per camp (Knysna/Rheenendal)

**QUOTATION DOCUMENTS ARE OBTAINABLE FROM:**  
- **Company:** Knysna Municipality  
- **Contact Person:** Vuyolwethu Nobatana  
- **Email:** vnobatana@knysna.gov.za  
- **Tell:** 044 3026438

**CLOSING DATE:** Wednesday, 24 May 2017  
**TIME:** 12h00

**SUBMISSIONS:** Sealed quotations clearly marked, “”, can be submitted:  
- **By hand to:** Scm Dept.-Knysna Municipality  
- **By email to:** nmlisana@knysna.gov.za  
  
**Contact person:** Nombulelo Mlisana  
Electronic bid documents must reach SCM office before the closing time

**COMPULSORY REQUIREMENTS:** None

**TECHNICAL ENQUIRIES:**  
- **Company:** Knysna Municipality  
- **Contact Person:** Lizel Smith  
- **Email:** lsmith@knysna.gov.za  
- **Tell:** 044 3026343

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.
- Please complete this document, it is compulsory.

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JB Douglas  
**ACTING MUNICIPAL MANAGER**

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*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*
C706/2016/17: Service provider to implement a Youth-at-Risk program with 20 youth per camp (Knysna/Rheenendal)

Youth Cape for Youth-at-Risk  
Scope of Work

The social development department of Knysna Municipality requires a Service Provider for the implementation of Youth at-Risk Camp programs included for 20 youth per camp (Knysna/Rheenendal). The aim of the program will be prevention of substance abuse and will target the youth at risk in mentioned areas.

Outcome of the Camp:
- Behavior change of youth; understanding and overcoming of self-imposed limitation
- To empower and educate the youth about substance abuse
- Prevent and reduce the use alcohol and substance
- To correct the myths and misconceptions about substance abuse
- To be ambassadors of substance abuse (peer educators)
- To encourage an open conversation about substance abuse
- Capacity Building: For youth to be given the opportunity to develop capacity of mind, body and spirit, to better understanding their responsibilities to themselves, others and the community at large.
- Resilience and coping skills: To help youth to understand their environments and to work towards a better solution for themselves and those around them.
- Decision making and problem solving for youth. To identify problems and consider the options and consequences before deciding on a solution
- Motivation and support: To show youth the importance of attitude and how it can work, for them towards a better future
- Teamwork and team effectiveness: For the youth to experience and learn different leadership styles and to work effectively within a team

Duration of the Camp:
- The camp shall be conducted as from a date agreed between the service provider and the municipality.
- A 3 day weekend camp
- All prices should include all cost i.e. accommodation (camping, food, facilitation and transport)
- Written report on the programme to be submitted, with an individual assessment of each participant

Language Proficiency:
- Effective communication skills in at least 2 of the 3 Western Cape official languages.
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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, 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.

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 ........................................................................................................
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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 ........................................................................................................
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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 ........................................................................................................
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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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Signature: ...........................................
Date: ..................................................

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

Contact number: .....................................