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 July 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>06/2017/18</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>Expression of interest to list experienced caterers to provide catering services for Council, Mayco and Section 80 committees</td>
</tr>
</tbody>
</table>
| QUOTATION DOCUMENTS ARE OBTAINABLE FROM: | Company: Knysna Municipality  
Contact Person: Nombulelo Dliso  
Email: ndliso@knysna.gov.za  
Tell: 044 3026328 |
| CLOSING DATE: | 19 July 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 Dliso  
Electronic bid documents must reach SCM office before the closing time |
| COMPULSORY REQUIREMENTS: | Eden Health certificate |
| TECHNICAL ENQUIRIES: | Company: Knysna Municipality  
Contact Person: F Kruger  
Email: fkruger@knysna.gov.za  
Tell: 044 302 6380 |

The following conditions will apply:

- Bidders must insist on an official order number.
- Quotations must be submitted on the official document from Knysna Municipality.
- No deposit will be payable.
- If the caterer is a no-show the supplier will be blacklisted with National Treasury.
- The quote must include the caterers transport to and from the venue.
- Venue will be the Council Chambers or Committee Room.
- Caterers will be used on a rotation base. The Service Provider must provide the service according to the specifications provided.
- The service provided must be of good quality and be delivered on the agreed time before the commencement of event or meeting.
- The food delivered must be of the right quantity as per the specs.
- The food must be well cooked and be poured in bowls, not cooking pots.
- The service provider must prepare a table where they will be served and has a table cloth.
- All catering must come with tooth picks & serviettes.
- Cool drinks must be served cold.
- All caterers are expected to leave the venue clean after catering.
- Food must arrive at least 15 minutes before the agreed time to allow the caterer enough time to unpack, set up the table and ensure that everything is in place before people start dishing up.
- Caters are expected to be clean and presentable during the delivery of the service.
- During delivery of the service the caterer’s hair must be covered and an apron or decent overall be worn.
- All invoices must not exceed the price of the quotation unless pre-approval has been obtained to cater for more.
- An acceptance of the municipality’s order means that the service provider accepts the conditions under which the municipality can impose penalties or suspensions on them due to lack of or poor service delivery. Even though SLAs are not signed for every service, the standard penalty paragraph of the SLA applies to all services rendered only on order.
- The designated official must inspect the food before the food can be served and complete an assessment form of the service.
• It is the responsibility of the service provider to communicate with the municipality in case of unforeseen circumstances that can hinder delivery of goods according to specification.
• If failure to deliver the service is anticipated, the municipality must be informed 24 hours before the day of the event.
• Penalties and/or suspensions can be imposed according to the discretion of the municipality and with the approval of the Municipal Manager.
• Caterers must supply all food and refreshments required.
• Only an official order will bind the Council.

K Chetty
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
RFQ 06/2016/17: Expression of interest to provide catering services for Council, Mayco and section 80 meetings

Condition of quote: The certificate issued from the Eden Department of Health indicating that the caterers premises complies with health regulations must be submitted for evaluation purposes. If the certificate is not attached the supplier will be non-responsive.

1. EVALUATION

All bids will be evaluated by a panel on the basis of functionality (100%) and there will not be a price evaluation. The intention of this expression of interest is to have a list of approved service providers to cater for the municipality. Quotations will be provided upon submission of the requirements for the event and approved by the official responsible for the budget for catering/refreshments. It was decided to execute the procurement process in this way as the size and frequency of catering are difficult to determine or standardize. A maximum of R200 000 is available for this process.

1.1 FUNCTIONALITY

Regarding functionality the following criteria will be applicable and the maximum weighting of each criterion is indicated in brackets:

1. At least 5 years’ experience on off-site catering. Attach company profile or CV to proof.
   (30 points)
   1-2 yrs = 10
   3-4 yrs=20
   5 and above = 30

2. Clients with Contactable reference (company name, office number (landline), contact person). Attach list.
   (20 points)
   1-2 references = 5 points
   3-4 references = 15 points
   5 and above = 20 points

A bidder that scores less than 35 points out of 50 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.
<table>
<thead>
<tr>
<th>The name of the Tenderer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The name of the Contact person:</td>
</tr>
<tr>
<td>Physical address of the Tenderer:</td>
</tr>
<tr>
<td>Postal Code:</td>
</tr>
<tr>
<td>Postal address of the Tenderer:</td>
</tr>
<tr>
<td>Postal Code:</td>
</tr>
<tr>
<td>Cellular number:</td>
</tr>
<tr>
<td>Telephone number:</td>
</tr>
<tr>
<td>Facsimile:</td>
</tr>
<tr>
<td>E-mail address:</td>
</tr>
</tbody>
</table>
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

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
4. **Full details of directors / trustees / members / shareholders.**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

..........................................................  ..........................................................

Signature                                      Date

..........................................................

Capacity                                       Name of Bidder

..........................................................

Contact number