

## **KNYSNA MUNICIPALITY**

### **T 04 OF 2016/17 REQUEST FOR PROPOSAL: PUBLIC SIGNAGE IMPLEMENTATION AND MANAGEMENT FOR KNYNSNA MUNICIPALITY FOR A PERIOD OF TEN (10) YEARS**

Bids are invited from suitable service providers for a value proposition relating to public signage design, implementation and management for the Greater Knysna Municipal area.

The physical address for collection of tender documents is **Supply Chain Management Unit, Finance Building, Queen Street, Knysna.**

A receipt for a non-refundable deposit of **R 237.00** payable by cheque made out in favour of Knysna Municipality is required on collection of the tender document. E-mailed tender documents can be obtained from the following address: [mmato@knysna.gov.za](mailto:mmato@knysna.gov.za) at no cost.

Technical enquiries relating to the tender documents may be addressed to: Mr H Smit, Tel 044-302 6319 e-mail [hsmit@knysna.gov.za](mailto:hsmit@knysna.gov.za)

A compulsory site briefing meeting will be held on **Wednesday, 15 February 2017 at 10h00** at the Planning & Development Boardroom, Old Main RD Building (2<sup>nd</sup> Floor), 3 Church Street, Knysna.

No person/s will be allowed to join the clarification meeting or to submit a bid if such a person/s are more than fifteen (15) minutes late.

The closing time for submission of bids is **12h00 on Wednesday, 05 April 2017**. Bids must be sealed in an envelope clearly marked with the bid number and title given above, and placed in the **bid box at the Supply Chain Management Unit, Finance Building, Queen Street, Knysna**, before the latter time and mentioned date. Telephonic, facsimile, e-mail and late bids will not be accepted. Bids must remain valid for a period of ninety (90) days after the closing date of the bid. Knysna Municipality reserves its right to extend the validity period, should you not be willing to hold your bid valid in all respects for further period as requested, it will lapse on expiry of the current validity period.

Bids will be opened on the same day at the Supply Chain Management Section at 12h05. Late or unmarked bids will not be considered.

Bids may only be submitted on the bid documentation that is issued.

The evaluation of this bid will be subjected to functionality scoring (Stage 1). Tenderers must achieve a minimum functionality score of 70 points for functionality in order to be evaluated further. The functionality criteria and weighting is set out in the tender document.

The qualifying suppliers\* will be short-listed to make a presentation to the Municipal Bid Evaluation Committee (Stage 2). Tenderers must achieve a minimum functionality score of 70 points for Presentation in order to be evaluated on price (Stage 3). The functionality criteria and weighting is set out in the tender document.

The bids are subject to the Council Supply Chain Management Policy, Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations 2011.

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.

Further requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the Tender Data.

J B DOUGLAS  
**ACTING MUNICIPAL MANAGER**  
Clyde Street  
KNYSNA  
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