



Knysna


Municipality ♦ Munisipaliteit ♦ uMasipala
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ADVERTISEMENT DATE:	12/09/2019
RFQ NUMBER:	B136/2019/20
DESCRIPTION OF GOODS/SERVICES:	Supply and delivery of 110 cricket hats
RFQ DOCUMENTS ARE OBTAINABLE FROM:	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Information centre>SCM>RFQ)
CLOSING DATE: TIME:	16/09/2018 12:00
SUBMISSIONS:	Sealed quotations clearly marked, “Supply and delivery of 110 cricket hats ” , can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: vnobatana@knysna.gov.za Contact person: Vuyolwethu Nobatana (Tel: 044 302 6595) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
COMPULSORY REQUIREMENTS:	No compulsory meeting, but arrangement for inspection can be made with contact person.
TECHNICAL ENQUIRIES:	Contact Person : Randall Bower Email : rbower@knysna.gov.za Tell : 044 302 6405 or 044 302 6282
The following conditions will apply: <ul style="list-style-type: none"> • Price(s) quoted must be firm and must be inclusive of VAT when applicable. • Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution. • Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached. • An original or certified copy of B-BBEE Certificate must be attached to qualify for points. • Price must include all related expenses, i.e. transport, accommodation etc. • Attached KMBD 4 document must be completed. • Status of Municipal accounts must be submitted. • More than 1 supplier could be appointed. • Invoices must be submitted to jcordier@knysnagov.za and will be paid within 30 days of delivering the service. • Only an Official order and appointment letter will bind the Council. 	

REQUIREMENTS:

Supply and delivery of cricket hats for Solid Waste Department

SPECIFICATIONS:

Description	Cricket/ Umpire Round Hats
Quantity	150
Size	S: 5 M: 70 L: 70 XL: 5 If sizes falls in one prize bracket the bidder must be flexible to exchange sizes according to individuals requirements.
Technical Specs	<ul style="list-style-type: none">• Cotton twill with sturdy brim• Embroidered eyelets
Colour	Navy Blue
Printing	<ul style="list-style-type: none">• Logo of Knysna Municipality + “Waste Management” in white embroidered on the front in the original colour scheme (details will be submitted to successful bidder)• “Keep Knysna Clean” in white to be embroidered on the back panel• Successful bidder to submit sample of printed item for approval to rloxtan@knysna.gov.za before going ahead with printing.
	
Delivery	<ul style="list-style-type: none">• Goods must be delivered to: Knysna Municipality, Solid Waste Department, Clyde Street, Knysna• Please state time of delivery in week (not exceeding six (6) weeks from date of official order by the Municipality)
Quality and Quantity:	<ul style="list-style-type: none">• All materials offered in terms of this Tender shall comply with the latest relevant Codes of the South African Bureau of Standards (SABS)• Guarantee periods and what does not constitute guarantee must be clearly indicated. Hats must be of quality standard and

	<p>must be replaced within 48 hours of guarantee period after defect has been noticed.</p> <ul style="list-style-type: none"> Non-compliance with the agreed service delivery could lead to breach of contract and the supplier will be liable for any expenses incurred as effect thereof.
Samples:	<ul style="list-style-type: none"> Bidders must supply sample of hat, free of charge, before or on closing date of tender and samples must be handed in at Solid Waste Department, Clyde Street, Knysna. Bidders name must be clearly marked on all samples. Unsuccessful bidders will not be contacted to collect samples – please call office to arrange collection.

PRICING SUMMARY:

Item	Description	QTY	Unit Price	Total Price
1.	Supply, Print and Delivery of sunhats	150		
Subtotal				
15% VAT				
TOTAL PRICE				

Contact Details of Tenderer

Knysna Municipality Supplier number	
CSD Supplier number	
CSD Unique Registration Reference Number	
The name of the Tenderer:	
The name of the contact person:	
The address of the Tenderer:	
Telephone:	
Facsimile:	
E-mail:	
Address (physical):	
Address (postal):	
Signature:	
Date:	



MBD 4 DECLARATION OF INTEREST

1.	No bid will be accepted from persons in the service of the state ¹ .		
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, hareholder ²):		
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: _____ _____		
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 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:		

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.

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.

4.	Full details of directors / trustees/ members / shareholders:		
	Full Name	Identity Number	State Employee Number

5.	I, the undersigned (name) _____, certify that the information furnished in paragraphs 3 and 4 above is correct.		
	I accept that the state may act against me should this declaration prove to be false.		
	Name of Bidder	Date	

Signature		Capacity	
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11. MDB 15 – Certificate for Payment of Municipal Services

NAME OF THE BIDDER: _____

FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy (ies) of ID document(s)

I, _____,

(Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards **a Municipality** in respect of which payment is overdue for more than 30 days;

THUS DONE AND SIGNED for and on behalf of the Bidder, at _____, on the _____ day of _____, 20____.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE:		NAME (PRINT):	
CAPACITY:		NAME OF FIRM:	

For office use (comments):