



Knysna

Municipality ♦ Munisipaliteit ♦ uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

ADVERTISEMENT DATE:	11 March 2020
RFQ NUMBER:	263/2019/20
DESCRIPTION OF GOODS/SERVICES:	Servicing of lift & replacement of parts/consumables: Knysna library
RFQ DOCUMENTS ARE OBTAINABLE FROM:	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Information centre>SCM>QUOTATIONS)
CLOSING DATE: TIME:	16 March 2020 12:00
SUBMISSIONS:	<p>Sealed quotations clearly marked, B263/2019/20: "Servicing of lift & replacement of parts/consumables: Knysna library" can be submitted:</p> <p>By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna</p> <p>By fax to: 086 650 1415</p> <p>By email to: ndliso@knysna.gov.za</p> <p>Contact person: Nombulelo Dliso (Tel: 044 302 6466)</p> <p>Electronic bid documents must reach the Supply Chain Management Section before the closing time.</p>
COMPULSORY REQUIREMENTS:	None.
TECHNICAL ENQUIRIES:	<p>Company : Knysna Municipality</p> <p>Contact Person : Ntombizanele Qorana</p> <p>Email : nqorana@knysna.gov.za</p> <p>Tell : 044 3026544</p>
<p>The following conditions will apply:</p> <ul style="list-style-type: none"> • Price(s) quoted must be firm and must be inclusive of VAT when applicable. • Attached KMBD6.1 Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached. • 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. • 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. 	

M GRATZ
ACTING MUNICIPAL MANAGER

Servicing of lift: Knysna library

Qualifying bidders are hereby invited to submit bids for the servicing and replacement of parts/consumables of the Knysna library's lift for a period of 12 months.

SCOPE OF WORK:

The scope of work will include but not limited to the servicing of the following:

ITEM	Indicate ability to fulfil with a tick		ITEM	Indicate ability to fulfil with a tick	
	Can fulfil	Cannot fulfil		Can fulfil	Cannot fulfil
BRAKE			CAR DOOR SAFTEY FEATURES		
SAFTEY GEAR			LANDING DOOR CLOSERS		
CAR GATE CONTACT			TRAILING CABLE		
FLOATING CAR GATE CONTACT			KEY SWITCHES		
OVERRUN LIMIT (UPPER LEVEL)			STOPPING LIMIT SWITCHES		
ROPE DRUM FIXING			DIVERTOR SHEAVES & LUBRICATION		
LANDING DOOR SILLS AND TRACKS			DOOR SHOES		
LANDING DOOR LOCKS			LIGHT FITTING IN CAR		
MOTOR FIXINGS			MAXIMUM LOAD NOTICE		
GEAR BOX FIXINGS			CONTROL PANEL CONNECTIONS & OPERAIONS		
LANDING ARCHITRAVES			EARTH OF INSTALLATION		
SLACK ROPE SWITCH			ALARM AND EMERGENCY LIGHT		
CAR DOOR DRIVE			GUARDS FOR MOVING PARTS		
LANDING & CAR DOOR PANELS			GUIDE SHOES		

SPECIAL REQUIREMENTS & CONDITIONS

1. Suppliers will be required to invoice the Municipality on actual job completed per job card.
2. The bidding price is thus regarded as indicative as the Municipality will be invoiced per stipulation in 1 above.
3. The bidder may only invoice the municipality after the job is completed. The municipality will not be able to pay in advance.
4. The winning bidder must keep a register which must be located next to the lift to indicate which items were serviced.
5. The bidder must also include in the bidding price the costs for the replacement of parts (major service). The latter will also be claimed if/when the job is done.
6. Guarantees/warranties must be submitted to the Municipality on all major services

Functionality Criteria

Criteria	Scoring criteria	Points Claimed
Years' experience in servicing of lifts	Years 1 - 4 (3) 5-7 (5) 8+ (10)	
Provide a list of contactable references.	1 ref (1) 2 refs (2) 3 refs (3) 4 refs (4) 5 refs (5)	
List the number of projects completed.	1-4(3) 5-7(5) 8+(10)	
Total	25	

Only bidders who score a minimum of **15** points will be evaluated on price

List of references:

Contact person	Telephone no	Name of Company	Date completed

	<u>PRICING SCHEDULE</u>		
ITEM	Quantity	Unit price	Sub-total
Servicing of lift: Knysna library (minor service)			
Replacement of parts(major service)			
Other			
Vat			
Total(incl. vat)			

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, shareholder 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	

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):