



Knysna

Municipality ♦ Munisipaliteit ♦ uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

ADVERTISEMENT DATE:	30/11/2020
RFQ NUMBER:	RFQ187/2020/21
DESCRIPTION OF GOODS/SERVICES:	Service and Repair of Small Plant
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:	07/12/2020 12:00
SUBMISSIONS:	Sealed quotations clearly marked, “ RFQ187/2020/21 Service and Repair of Small Plant ” can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By email to: procurement@knysna.gov.za Contact person: Phindiswa Mseleni (Tel: 044 302 6962) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
COMPULSORY REQUIREMENTS:	None.
TECHNICAL ENQUIRIES:	Company : Knysna Municipality Contact Person : Shane Mopp Email : smopp@knysna.gov.za Tell : 044 302 6401
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 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. 	

FUNCTIONALITY

NO.	DESCRIPTION	INDICATE WITH (X)	POINTS ALLOCATED
1.	Workshop & Facilities		
1.1	Workshop to be located outside of Garden Route District		30
1.2	Workshop to be located within the Garden Route District (Details of Workshop to be provided)		50
2.	Relevant Experience		
2.1	If bidder has relevant experience for up to 3 years		15
2.2	If bidder has relevant experience for more than 4 up to 6		30
2.3	years		40
2.4	If bidder has relevant experience for more than 7 years up to 10 years		50
	If bidder has relevant experience for more than 10 years (Company profile must be provided)		
TOTAL Bids will be pre-evaluated on functionality and only those bidders that score more than 60 out of 100 for functionality will be evaluated on price.			100

SPECIFICATIONS

Tenders are called for the servicing and maintenance of small plant and equipment listed below for a one year period. Kindly contact the Infrastructure Services Department, Shane Mopp, for a more extensive list of equipment.

1. Bush cutters
2. Portable Pumps (petrol and electric)
3. Chain saws
4. Lawn mowers
5. Ride on-mowers
6. Pole pruners
7. High pressure cleaners (petrol and electric)
8. Hedge trimmers
9. Air blowers
10. Portable generators
11. Arc welder

PRICING

Schedule of Contract Price

Item	Description	Unit Quantity	Rate / Service	Amount
1.	Bush cutters	20		
2.	Portable Pumps petrol	15		
3.	Portable Pumps electrical	10		
4.	Chain saws	4		
5.	Ride on-mowers	4		
6.	Pole pruners	2		
7.	High pressure cleaners petrol	2		
8.	High pressure cleaners electrical	2		
9.	Hedge trimmers	4		
10	Air blowers	2		
11	Portable generators	8		
12	Arc welder	1		
NETT TOTAL				
ADD 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: _____ _____		

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):