



KNYSNA
Municipality
Munisipaliteit
uMasipala

TENDER DOCUMENT

TENDER NO		T 18/2020/21	
TENDER DESCRIPTION		Supply and Delivery of Stationary & Office Supplies for a period of Three (3) Years	
CLOSING TIME	12H00	CLOSING DATE	2 September 2020
Tender Box: SUPPLY CHAIN MANAGEMENT UNIT FINANCE BUILDING CLYDE STREET KNYSNA 6570		NB: 1. All bids must be submitted on the official forms (not to be re-typed) 2. Bids must be completed in black ink in writing 3. No bids will be considered from persons in the service of the state	
Name of Bidder:		Bidvest Walters	
Total Bid Price			
B-BBEE Status Level of Contributor		Level 2	
Preference Points Claimed:		2 = 18	
CSD SUPPLIER NUMBER		MAAA0325077	
B-BBEE certificates submitted with the bid document MUST be VALID ORIGINAL BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES			

PART 1 (To be completed by the TENDERER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to the **Knysna Municipality** in accordance with the requirements and specifications stipulated in tender no..... for a **Three Year period** and the price(s) as per the pricing schedule. My offer(s) remain(s) binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement: Binding documents, viz
 - (a) Invitation to bid
 - (b) Tax clearance certificate
 - (c) Pricing schedule(s)
 - (d) Technical Specification(s)
 - (e) Preference claims in terms of the Preferential Procurement Regulations 2017 (f) Declaration of Interest
 - (g) Special Conditions of Contract; and
 - (h) General Conditions of Contract
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any the person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

SIGNATURE:	<i>Norman</i>	NAME (PRINT):	Liezl Norman
CAPACITY:	<i>Manager</i>	DATE	
NAME OF FIRM	<i>Bidvest Walters</i>		
WITNESS 1	<i>[Signature]</i>	WITNESS 2	<i>[Signature]</i>
DATE	<i>31.08.2020</i>	DATE	<i>31.08.2020</i>

See attached addendum A for pricing schedule

Sub Total for Items 1-18 (Excl. Vat)		
Vat 15%		
Total Incl. Vat		
Signature of Tenderer:		
<i>Umanan</i>		

13. MBD 7.1 – Contract Form – Purchase of Goods / Works

NOTE:

1. This form must be completed in duplicate by both the successful bidder (Part 1) and the purchaser (Part 2). Both forms must be signed in the original so that the successful bidder and the purchaser will be in possession of originally signed contracts for their respective records.
2. NO correction fluid/tape may be used.
3. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration

See attached addendum A for pricing schedule

CONTRACT FORM – PURCHASE OF GOODS / WORKS

PART 2 (To be completed by the KNYSNA MUNICIPALITY)

1. I, Dawid J. Adonis in my capacity as ACTING MUNICIPAL MANAGER accept your bid under reference number T18/2020/21, dated 02/12/2020, for the supply of goods / works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions in forthcoming

3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30(thirty) days after receipt of an invoice accompanied by the delivery note.

4. I confirm that I am duly authorized to sign this contract.

TO BE COMPLETED BY THE KNYSNA MUNICIPALITY

SIGNATURE:



OFFICIAL STAMP:

NAME (PRINT)

D. J. Adonis

WITNESS 1



WITNESS 2



See attached addendum A for pricing schedule