



**Knysna**

Municipality - Munisipaliteit - uMasipala  
INCLUSIVE INNOVATIVE INSPIRED.

**TENDER DOCUMENT**

<b>TENDER NUMBER:</b>		T 09 of 2021/22	
<b>TENDER DESCRIPTION:</b>		KNYSNA MUNICIPALITY INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO PARTICIPATE IN AN EXPRESSION OF INTEREST PROCESS TO PROVIDE THE MUNICIPALITY WITH COMPREHENSIVE EMPLOYEE ASSISTANCE PROGRAMME SERVICES FOR A PERIOD ENDING ON 30 JUNE 2024	
<b>CLOSING TIME:</b>	12H00	<b>CLOSING DATE:</b>	25 August 2021
Tender Box at: SUPPLY CHAIN MANAGEMENT UNIT FINANCE BUILDING, QUEEN STREET KNYSNA 6570		<b>NB:</b>  <ol style="list-style-type: none"><li>1. All bids must be submitted on the official forms – (not to be re-typed)</li><li>2. Bids must be completed in black ink in writing</li><li>3. <b>No bids will be considered from persons in the service of the state</b></li></ol>	
<b>Name of Bidder:</b>		FAMSA Knysna	
<b>Tendered Amount:</b>		Please see the attached document for various options. p 12 and 13	
<b>B-BBEE Status Level of Contributor:</b>		Unsure but beneficiaries more than 75% have an affidavit	
<b>Preference Points Claimed:</b>			
<b>CSD Supplier number</b>		MAAA0186529	
<b>CSD Unique reference number</b>		c504653b-6522-4d14-a8ab-5cb2c7489eda	


SUPPLY CHAIN MANAGEMENT  
25 AUG 2021  
KNYSNA MUNICIPALITY

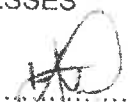

**1. CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**2. PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to **Knysna Municipality** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **T 09 of 2021/22** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
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 services 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 fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) Karin du Plessis  
 CAPACITY Director  
 SIGNATURE   
 NAME OF FIRM FAMSA Knysna  
 DATE 25/8/2021

WITNESSES	
1	
2	
DATE: <u>25/8/2021</u>	

**CONTRACT FORM - RENDERING OF SERVICES**

**3. PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I, Dawid S. Adams in my capacity as ACTING MUNICIPAL MANAGER accept your bid under reference number T 09 of 2021/22 dated 27/10/2021 for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
Knysna Municipality invites suitably qualified Service Providers to participate in an Expression Of Interest process to provide the municipality with Comprehensive Employee Assistance Programme Services for a period ending on 30 June 2024.	N/A at this stage	N/A at this stage		N/A

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

SIGNED AT Knysna ON 6 December 2021

NAME (PRINT) D. S. Adams  
 SIGNATURE [Signature]

OFFICIAL STAMP

WITNESSES  
 1. [Signature]  
 2. [Signature]  
 DATE 06/12/2021