



## Knysna

Municipality • Munisipaliteit • uMasipala  
INCLUSIVE. INNOVATIVE. INSPIRED.

### TENDER DOCUMENT

TENDER NUMBER:		T 51/2022/23	
TENDER DESCRIPTION:		ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE ACCOUNTING SUPPORT, ACTUARIAL SERVICES AND ASSET MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.	
CLOSING TIME:	12H00	CLOSING DATE:	10 May 2023
Tender Box at: SUPPLY CHAIN MANAGEMENT UNIT FINANCE BUILDING QUEEN STREET KNYSNA 6570		NB: <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. No bids will be considered from persons in the service of the state</li></ol>	
Name of Bidder:		ZAQEN Actuaries (Pty) Ltd	
Tendered Amount:		R 89,700.00	
B-BBEE Status Level of Contributor:		4	
Preference Points Claimed:		Yes	
CSD Supplier number		MAAA0379503	
CSD Unique reference number		06B63D8A-4174-4F30-B6EE-0CF9F97C1ABF	
<b>B-BBEE certificates submitted with the bid document MUST be VALID ORIGINAL BBBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES or VALID SWORN AFFIDAVITS</b>			
Signature of Knysna Municipality Officials at Tender Opening		1.	
		2.	



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.**

**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 51/2022/23 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);
    - Filled in task directive/proposal;
    - 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 fulfilment 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) Julian van der Spuy  
 CAPACITY Director  
 SIGNATURE   
 NAME OF FIRM ZAQEN Actuaries (Pty) Ltd  
 DATE 24 April 2023

WITNESSES	
1	<u></u>
2	<u></u>

**CONTRACT FORM - RENDERING OF SERVICES**

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

1. I Ombali Phineas Sebola in my capacity  
 2. as Municipal Manager

accept your bid under reference number T dated 31/05/2023 for the rendering of services indicated hereunder and/or further specified in the annexure(s).

3. An official order indicating service delivery instructions is forthcoming.
4. 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.

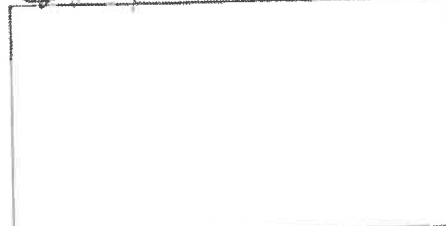
DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE ACCOUNTING SUPPORT, ACTUARIAL SERVICES AND ASSET MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.	Rates based	3 year period	4	

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

SIGNED AT Kuysna ON .....

NAME (PRINT) Ombali Phineas Sebola

SIGNATURE 

OFFICIAL STAMP 

WITNESSES  
 1 Vuyo  
 2 .....  
 DATE: .....