



Knysna

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TENDER NO: T 31 of 2021/22:

Provision of Tourism Service: Local Tourism Office

Knysna Municipality hereby invites tenders for the **Provision of Tourism Service: Local Tourism Office**.

Due to the Covid-19 pandemic, Knysna Municipality will not issue hard copy of the tender documents. Tender documents can be downloaded from the Knysna Municipality website: www.knysna.gov.za at no cost. Website navigation is as follow: Do Business – Bidding Opportunities - Tenders – Current

Technical enquiries relating to the tender documents may be addressed to: Fumanekile Makuyekwe, email: fmakuyekwe@knysna.gov.za and Supply Chain queries may be addressed to: Charmorne Bezuidenhout, e-mail cybezuidenhout@knysna.gov.za

A compulsory clarification meeting for all Bidders will be held on Thursday 25 November 2021, at 11h00; outside Knysna Tourism Office 49 Main Rd, Knysna Central, Knysna, 6571 - GPS Coordinates: 34.034870S 023.045661E 39.

An additional compulsory clarification meeting will be held for bidders who did not attend the previous meeting on the 25 November 2021, on Thursday 09 December 2021, at 11h00; outside Knysna Tourism Office 49 Main Rd, Knysna Central, Knysna, 6571 - GPS Coordinates: 34.034870S 023.045661E 39.

The closing time for submission of bids is **12h00 on Wednesday, 12 January 2022**. Bids must be sealed in an envelope clearly marked with the bid number and title given above and placed in the **bid box at the Supply Chain Management Unit, Finance Building, Queen Street, Knysna**, on or before the mentioned time and latest date. Telephonic, facsimile and late bids will not be accepted. Bids must remain valid for a period of 90 days after the closing date of the bid. Notwithstanding the period for validity of bids as set out in the bid documents, bids shall be deemed to remain valid until formal acceptance by the Knysna Municipality of an offer at any time after the expiry of the original validity period, unless the Knysna Municipality is notified in writing of anything to the contrary (including any further conditions) by the bidder.

Bids will be opened on the same day at the Supply Chain Management Offices at 12h00. **Late or unmarked bids will not be considered.**

Bids may only be submitted on the bid documentation that is issued.

The evaluation of this bid is subject to functionality scoring. A minimum of 65 points out of a possible 100 are required to be considered for further evaluation. The functionality criteria and weighting is set out in the tender document. Failure to comply with the stipulated tender conditions will result in a tenderer being deemed as non-responsive. Tender Conditions are stipulated in the tender document.

Bids will be evaluated according to the **80/20** preference points system. The bids are subject to the Council Supply Chain Management Policy, Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations 2017.

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 40553 DATED 20 JANUARY 2017).

Further requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the Tender Document.

Dawid Adonis
Acting Municipal Manager
Clyde Street
KNYSNA
6570