



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 64/24/25

FACILITATOR FOR MANDENI MATRIC EXCELLENCE AWARDS 2024

Quotations are hereby called from suitably and experienced service providers to facilitate for Mandeni Matric Excellence Awards 2024 as per the following specification:

Selling of quotation document will commence **on Thursday 16th of January 2025. The cut-off time for selling of quotation documents is 15H00 on Wednesday, 22nd of January 2025.**

The physical address for payment is No.2 Nkonjane Road Sundumbili (cashiers office) Protection services, payment of a non-refundable fee of **R60.00** (inclusive of VAT)

Item	Specification	Quantity
Light Breackfast	Breakfast menu: Proper packs with 2 slice sandwiches (chicken and mayo or cheese and polony) plus small juice bottle and one fresh fruit.	250
Catering	Menu: Rice Jeqe Beef Curry, Chicken Curry and Fried Fish Veggie roast 3x salads 330ml canned juice (cold) <i>The service provider shall establish two separate serving stations and professional presentation of catering team/staff is recommended.</i>	300

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. BA Mchunu | Cllr. M. Mthembu

Food packs	Rice Jeje Beef Curry or Chicken Curry Roasted chicken 2 Vegetables 1x salads Fruit juice (cold) Still water <i>The service provider shall establish two separate serving stations and professional presentation of catering team/staff is recommended.</i>	200
Water	Still or mineral water	300
Local artist	Local Afro Soul Artists who will perform on the Mandeni Matric Excellence Awards live band scheduled.	3
Award gifts <i>Items to be procured and delivered 2 days before the event (29 January 2025)</i>	A4 gold wooden certificates frames.	200
	A3 gold wooden certificates frames.	5
	Glass trophies engraved with Municipal Logo and written Matric Excellence awards 2025 and specific items names which will be confirmed with the municipality youth office official.	150
	Study Laptops with laptop bags OS Win 10 pro: Model L490: Processor intel i5-8250U: RAM 8GB DDR4; Storage 512 SSD ;Display 14" FHD Connectivity RJ-45, 802.11ac	4
	A5 Municipal logo branded noted books and pens	200
Sound system	Sound system should include the ff: Balanced tweeters and bass bass 6x cordless microphones with stands Sound smoke	1

	Stage lights Band equipment's for live performance.	
Equipment and Set-Up	Décor to include the following Front Draping covering the stage Lounge setup to sit 6 people on the stage with a carpet, coffee table and a centrepiece Lounge setup to sit 15 people on the floor with 2 coffee tables and 2 side tables 140 conference trestle tables with black table covers. 280 black chair covers with a touch of gold. Red Carpet 360 degrees rotation Photo Booth with a single couch and welcome board backdrop	

Quotations will be evaluated and adjudicated according to the following criteria:

The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state
- Council's Supply Chain Management Policy.

- Quotation must be submitted on the official letterhead of your business and be valid for the period of 30 days. If quotations are called for number of items, unit price per item must be stated and total amount. No quotations will be considered from persons in the services of any organ of the state.
- Service providers to complete in fully all relevant MBD's (1,4,8,9)
- At least 2 any items similar on this project, either reference letters or purchase orders with the value exceeding R100 000.00
- Company registration document with CIPC.
- A copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant, then a full lease agreement and a certificate from landlord indicating that the levies are not in arrears or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and water. Submit for both bidder and director. Failure to attach will lead to disqualification.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- Attach proof of purchase of quotation document.
- Non-compliance with the above-mentioned criteria will lead to disqualification.

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked "**FACILITATOR FOR MANDENI MATRIC EXCELLENCE AWARDS: .64/24/25**" and must be deposited in the Bid Box situated at the **Reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Thursday, the 23RD of January 2025. Late and verbal quotations will under no circumstances be considered.** The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action. Technical enquiries relating may be directed to Ngcebo Mazibuko and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 16/01/2025