



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT**QUOTATION NO: 80/24/25****FACILITATOR FOR SMME FAIR**

Quotations are hereby called from suitably and experienced service providers to facilitate SMME expo as per the following specification:

Selling of quotation document will commence **on Friday, 07th of February 2025. The cut-off time for selling of quotation documents is 15H00 on Thursday, 13th February 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
Breakfast	Tea, coffee, 100% juice, cupcakes, sandwiches	50
Stage Deco	Blue and Yellow with a white background Trussell tables Table clothes 2x 2seater couches for panellist 1 tube chair for facilitator 3 branded plinths	
Interior design	Round tables with black tablecloths	15
Lunch	Savoury rice, Beef curry, Fried fish, Roasted chicken, Jeqe (steamed bread) 2 salads, 1 vegetable. 100% fruit juice or soft drinks	200
Sound system	The Audio visuals to include PA sound system, 3 x wireless microphones, one standing mic, 2x 6m ² screens, projector to show case digital content. Audio visual to be provided. Audio visual to be provided on 14 March 2025 set up time to be 07:00.	

Bottled Water	Still water/ Sparkling	150
Sweets	Sweets for the tables e.g., Endearments	15 packets
Exhibition stand	3X2 m branded exhibition stand The date of erection of shell schemes is one day before the Fair on 14 March 2025.	30
Event Facilitator	Must be fluent in both Zulu and English	1
Local Artist	Entertainment	2
Red Carpet	For fashion show	1
Frame tent and chairs	200-seater, 40 chairs and 20 foldable tables with tablecloths	1

The bidder shall be evaluated on the service of facilitation to determine the eligibility to perform this task.

No	Evaluation Matrix	Point	Means of verification	Score										
1.	<p>Experience of the Company in facilitating similar projects. The bidder shall furnish a list of similar events facilitation with references having details of persons to be contacted to verify the claims.</p> <table border="1"> <tr> <td>Number of events</td> <td>1</td> <td>2</td> <td>3</td> <td>4 and above</td> </tr> <tr> <td>Points</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> </tr> </table>	Number of events	1	2	3	4 and above	Points	5	10	15	20	20	Traceable Reference letters or award letters /purchase orders	
Number of events	1	2	3	4 and above										
Points	5	10	15	20										
2.	<p>Experience of the facilitator in executing similar job</p> <ul style="list-style-type: none"> The bidder shall furnish a CV of the facilitator with the list of similar job undertaken in last 5 years with references having details of persons to be contacted to verify the claims. <table border="1"> <tr> <td>Number of events</td> <td>1</td> <td>2-3</td> <td>4 and above</td> </tr> <tr> <td>Points</td> <td>5</td> <td>10</td> <td>20</td> </tr> </table>	Number of events	1	2-3	4 and above	Points	5	10	20	20	Résumé/CV of facilitator with relevant qualification and experience on addressing audience			
Number of events	1	2-3	4 and above											
Points	5	10	20											
6.	The bidder must score a minimum of 25 point to qualify to be further evaluated													

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
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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.
- Quotations 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.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Company registration document with CIPC.
- 25 Points on evaluation matrix
- At least 2 any items similar on this project, either reference letters or purchase orders with the value exceeding R100 000.00
- Service providers to complete in fully all relevant MBD's (1,4,8,9)
- 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. 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 SMME FAIR**", **QUOTATION NO.:80/24/25**" and must be deposited in the Bid Box situated at the **reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Friday, the 14th of February 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 may be directed Zama Mnqayi and SCM queries be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 07/02/2025