



Office of the Municipal Manager

Tel 032 456 8200  
Fax 032 456 2504 / 086 568 9741  
Email [ceo@mandeni.gov.za](mailto:ceo@mandeni.gov.za)

2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa  
PO Box 144, Mandeni, 4490

[www.mandeni.gov.za](http://www.mandeni.gov.za)

## SUPPLY CHAIN MANAGEMENT UNIT

### ADVERTISEMENT

QUOTATION NO: 109/24/25

### FACILITATOR FOR MANDENI MAYORAL CUP 2025

Quotations are hereby called from suitably and experienced service providers to facilitate for Mandeni Mayoral cup 2025 as per the following specification:

Selling of quotation document will commence **on Thursday 3<sup>rd</sup> of April 2025. The cut-off time for selling of quotation documents is 15H00 on Wednesday, 09<sup>th</sup> of April 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 Breakfast | Breakfast menu:<br>Proper packs with 2 slice sandwiches (chicken and mayo or cheese and polony) plus small juice bottle and one fresh fruit, 40g energy bar                                                                                     | 600      |
| Catering        | Menu:<br>Rice<br>Jeqe<br>Beef Curry, Chicken Curry and Fried Fish<br>Veggie roast<br>3x salads<br>330ml canned juice (cold)                                                                                                                     | 100      |
| Food packs      | ¼ grilled chicken<br>2 buttered rolls<br>Powerade or energade<br>1 fruit<br>Soft drink (cold)<br><i>The service provider shall establish two separate serving stations and professional presentation of catering team/staff is recommended.</i> | 600      |
| Water           | 500ml Still or mineral water                                                                                                                                                                                                                    | 600      |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                     |   |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Local artist           | Local Artists who will perform on the Mandeni Mayoral cup Awards                                                                                                                                                                                                                                                                                                                                    | 2 |
| PA system              | PA Systems for game commentators                                                                                                                                                                                                                                                                                                                                                                    | 2 |
| Local commentators     | Local commentators who will commentate during Mayoral cup                                                                                                                                                                                                                                                                                                                                           | 2 |
| Ambulances             | Ambulances with paramedics and first aid equipment stationed on the games from 09am - 17h00                                                                                                                                                                                                                                                                                                         | 2 |
| Gazebos                | Specifications. Gazebo Size: 3m x 3m Heavy duty and pyramid Roof type: Hip roof. Width: 3000 mm, Depth: 3000 mm Colour:Dark Blue Embroided with Mandeni Municipality logo written Mandeni Youth and Sport                                                                                                                                                                                           | 2 |
| Sound system and stage | Outdoor sound system<br>2 x Pioneer CDJs 1000<br>1 x Pioneer DJM-800 Mixer<br>4 x Dynamic Voice Microphones<br>2 x Stage Monitors<br>2 x Line Array DJ Monitor<br>1 x DJ Bass Bin<br>8 x Line Array<br>8 x Bass Bin Speakers                                                                                                                                                                        | 1 |
| tents                  | 50-seater tents for netball and indigenous games administrators.                                                                                                                                                                                                                                                                                                                                    | 1 |
| Equipment and Set-Up   | 200-Seater framed marquee with deco and VIP setup<br>Décor to include the following<br>20 x VIP Couches set with center tables<br>60 x Wimbledon Chairs<br>9 x 24m Astro tuff<br>Lounge setup to sit 15 people on the stage with a carpet, coffee table and a centrepiece with 2 coffee tables and 2 side tables<br>360 degrees rotation Photo Booth with a single couch and welcome board backdrop | 1 |

**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 100 000.00
- 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.
- 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 MAYORAL CUP 2025 : .109/24/25**" and must be deposited in the Bid Box situated at the **Reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Thursday, the 10<sup>th</sup> of April 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: 03/04/2025