



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 14/26/27

EVENT COORDINATOR FOR WOMEN'S DAY CELEBRATION

Quotations are hereby called from suitably and experienced service providers to Coordinate the Women's Day Celebration as per the following specification:

Selling of quotation document will commence on **Tuesday 18th of August 2026**. The cut-off time for selling of quotation documents is **15H00 on Monday 24th of August 2026**.

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
Catering	<i>menu:</i> <i>Savory Rice,</i> <i>Steam bread</i> <i>Beef curry</i> <i>Roasted Chicken</i> <i>Chakalaka</i> <i>2 Vegetables</i> <i>1 Salad</i> <i>330 ml 100 % juice</i> <i>500 ml Still water</i> <i>NB: Request appointed service provider to bring tables with table clothes for serving station setup. One serving station to be prepared</i>	400
Catering for Maidens (Siyaya Emhlangeni)	<i>Request Catering for 400 Maidens that will be attending Siyaya Mhlangeni Camp, scheduled as follows:</i> <i>For Dinner</i> <i>Date: 28 August 2026</i> <i>Venue: Sibusisiwe Hall</i> <i>Time: 19H00 pm</i> <i>Menu:</i> <i>Rice</i>	400

Executive Committee

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

	<i>Chicken Curry</i> <i>Beef Curry</i> <i>Two Vegetables</i> <i>One Salad</i> <i>300 ml 100% fruit Juice</i> <i>500 ml water</i> <i>Dinner will be served at 19:00 PM</i>	
Breakfast for maidens	<i>Breakfast packs for maidens, Siyaya Emhlangeni</i> <i>Date: 29 August 2026</i> <i>Venue: Sibusisiwe Hall</i> <i>Time: 07H00 am</i> <i>Breakfast to be prepacked</i> <i>- Assorted Sandwiches (4 slices per person)</i> <i>- 300 ml 100% Fruit juice for 300 people</i> <i>- 1 Fruit.</i> <i>Assorted Sandwiches (Cheese, chicken polony, egg and Mayo, Tuna and Mayo,)</i> <i>- Coffee Station for 100 people (coffee, teabags and hot chocolate)</i> <i>BREAKFAST TO BE SERVED AT 7:00 AM</i>	400
Venue setup	<i>Request for venue setup</i> <i>Specification:</i> <i>1. Stage set-up: Lounge set-up for 10 guests using navy or blue tub chairs, white couches, side tables and carpet.</i> <i>2. Floor set-up: 35 round tables with black tablecloths, black chair covers and centrepieces with red flowers for 350 guests, including red carpet flooring. Separate set-up for 20 dignitaries using white couches, navy tub chairs, side tables and carpet.</i> <i>3. Set-up for pictures: Couch set-up, backdrop and welcome board.</i>	
Professional Sound system, stage and local Gospel artist	<i>Specification</i> <i>1 Professional Sound System</i> <i>Provision of a professional sound system suitable to accommodate approximately 500 attendees, including:</i> <i>Musical instruments</i> <i>4 Microphones (cordless)</i> <i>Speakers</i> <i>Stage monitors</i> <i>Keyboard and keyboard player</i> <i>Technical personnel to provide sound and technical support throughout the event</i>	1

	<i>Indoor sound system that accommodates 500 people</i> <i>2 x Pioneer CDJs 1000</i> <i>1 x Pioneer DJM-800 Mixer</i> <i>4 x Dynamic Voice Microphones</i> <i>2 x Line Array DJ Monitor</i> <i>1 x DJ Bass Bin</i> <i>4 x Line Array</i> <i>2 x Bass Bin Speakers</i> <i>Technical personnel to provide sound and technical support throughout the event, including support for the national artist.</i> <i>The sound must be available till late.</i>	
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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	5	CIPC registration documents
Enterprise 100% owned by person living with disability	4	Medical certificate
EME or QSE which is at least 100% owned by black people	4	ID Copy of directors and CSD
Enterprise 100% owned by Women	4	ID Copy of directors and CSD
Enterprise 100% owned by Youth	3	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 events similar to this project. Submit reference letters and purchase orders or appointment letters with the value exceeding R200 000.00

- The appointment is subject to negotiations as per the SCM Policy and Council approved rates where prices are deemed excessive
- 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.
- 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 **"EVENT COORDINATOR FOR WOMEN'S DAY**

CELEBRATION": .14/26/27" and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Tuesday, the 24th of August 2026. 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 Nokukhanya Manzi and SCM enquiries must be directed to Lungisani Nduli (lungisani.nduli@mandeni.gov.za) on 032-456 8200.


 MR SG KHUZWAYO
 MUNICIPAL MANAGER

Date: 18/08/2026