Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 29/26/27

CATERING FOR IDP MEETINGS

Quotations are hereby called from suitably and experienced service providers to do catering for IDP meeting as per the following specification:

Selling of quotation document will commence **on Tuesday 22nd of September 2026. The cut-off time for selling of quotation documents is 15H00 on Monday, 28th of September 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	*Catering Request for 400 people that will be attending IDP Representative Forum at Skhonyane TC Court, scheduled as follows:* *Date: 01 October 2026, Thursday* *Venue: Skhonyane TC Court* *Time: 10:00* *Menu:* *Quarter leg* *2 buttered rolls* *100% juice*	400
	VIP Catering Packs *Menu:* *KFC Meal*	30

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

	Catering Request for 400 people that will be attending IDP Representative Forum at Lindiwe Shabalala Hall, scheduled as follows: *Date: 03 October 2026* *Venue: Lindiwe Shabalala Hall* *Time: 09:00* *Menu:* *Quarter leg* *2 buttered rolls* *100% juice*	400
	VIP Catering Packs *Menu:* *Chicken wraps* *100% juice*	30
	Catering Request for 500 people that will be attending IDP Representative Forum at Lindiwe SibusisiweHall, scheduled as follows: *Date: 03 October 2026* *Venue: Sibusisiwe Hall* *Time: 13:00* *Menu:* *Quarter leg* *2 buttered rolls* *100% juice*	500
	VIP Catering Packs *Menu: KFC meal*	30
	Catering Request for 1000 people that will be attending IDP Representative Forum at Steel Window, Isithebe, scheduled as follows: *Date: 06 October 2026* *Venue: Steel window* *Time: 11:00* *Menu:* *Quarter leg* *2 buttered rolls* *100% juice*	1000
	VIP Catering Packs *Menu: KFC meal*	30
	Catering Request for 300 people that will be attending IDP Representative Forum at Nembe Hall, scheduled as follows: *Date: 08 October 2026* *Venue: Nember Hall* *Time: 10:00* *Menu:* *Quarter leg* *2 buttered rolls* *100% juice*	300

	VIP Catering Packs *Menu:* *Chicken wraps* *100% juice*	30
	Catering Request for 400 people that will be attending IDP Representative Forum at KwaChili Sport Field, scheduled as follows: *Date: 10 October 2026* *Venue: KwaChili Sport Field* *Time: 10:00* *Menu:* *Quarter leg* *2 buttered rolls* *100% juice*	400
	VIP Catering Packs *Menu: KFC Meal*	30

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 projects with catering for more 200 people. Submit reference letters with purchase orders or appointment letters with the value exceeding R50 000.00
- The appointment is subject to negotiations as per the SCM Policy and Council approved rates where prices are deemed excessive
- Appointed service provider will be required to work with ward based local service providers in providing portion of service, a signed letter of intent to commit to this clause must be attached by the representative of the bidder
- Financial capacity will be tested in terms of bank statement reflecting a minimum of R50 000.00 bidder must attach bank statement
- 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 **"CATERING FOR IDP MEETINGS": .29/26/27"** and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Tuesday 29th of September 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 Mr. Mduduzi 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: 22/09/2026